



Appendix A

Completing and Distributing Forms

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Introduction

The *Completing and Distributing Forms* appendix covers those forms related to airport and maritime operations which you are responsible for completing (wholly or partially), signing, and distributing. In the interest of legibility, the forms in this appendix have been typed. While it is **not** necessary to type all forms, the following forms **must be** typed:

PPQ Form 227–R, Request for U.S. Customs Action
PPQ Form 280–R, Report of Regulated Importations¹
PPQ Form 519, Compliance Agreement
PPQ Form 523, Emergency Action Notification²

Forms **other than** those listed above may be legibly handwritten in ink.

1 Use the web-based version to record and submit records.

2 Use the electronic database available in Notes to complete this form.


Purpose

APHIS Form 94, Record of Public Funds Received, is used to document the receipt and transmittal of collections, such as funds (postal money order, or company check or certified check drawn on U.S. Bank and made payable to “Treasury of the United States”) accepted to settle civil penalties.

Instructions

After you accept the funds to settle the civil penalty, then complete APHIS Form 94, using [Table A-1-1](#) below.

TABLE A-1-1: Instructions for Completing APHIS Form 94, Record of Public Funds Received

Block	Instructions
1	Enter transmittal number (submitting office enters number to use for tracking APHIS 94)
2	Enter the date you submit the form
3	Enter “USDA, APHIS, PO Box 952180, St. Louis, MO 63195-2180”
4	Enter the complete name, address, (street, city, state, zip code, etc.) of the submitting office (the receipted copy will be mailed back to this address)
5	Enter the date you receive the check or money order
6	Leave blank (MBS use only)
7	Enter the amount of the check or money order; use a separate line for each
8	Enter the name of the remitter
9	<p>Enter your 10-digit accounting code, the budget object code, the agreement number, phytosanitary certificates, Animal By-Product certificates, bill number, or reason for the check (jury duty, travel rebate, etc.)</p> <div>  <p>Important</p> <p>The 10-digit accounting code and the 4-digit budget object code must be listed for each payment.</p> </div>
10	Add the line amounts from <i>Block 7</i> , and then enter the total amount
11	Sign the form as the APHIS 94 submitter
12	Enter your title and telephone number
13-16	Leave blank (MBS use only)

Distribution

Send the completed APHIS Form 94 along with the funds received from the violator to ARI at either of the following addresses:

U.S. Mail (U.S. Postal Service) Payment: USDA-APHIS-ARI, PO Box 952180, St. Louis, MO 63195-2182

EXPRESS MAIL (FEDEX) Payment: Firststar Bank, Attn: Gov't Box 9521801, 1005 Convention Plaza, St. Louis, MO 63101

Keep a copy of the completed APHIS Form 94 for your files. If you have not received a receipted copy from MRP-MBS within 3 weeks of submitting the APHIS 94, then notify the Accounts Receivable Team.

APHIS Form 2051, Blue and White Label for Mailing Genetically Engineered Organisms Under Permit to the United States

Expires: 5/05 This Package Contains
Form Approved
OMB NO. 0579-0085

GENETICALLY ENGINEERED ORGANISMS
DO NOT OPEN EXCEPT IN PRESENCE OF APHIS INSPECTOR
OR DESIGNATED REPRESENTATIVE OF USDA

DELIVER TO
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE
Plant Inspection Station
Bldg. 77, JFK International Airport
Jamaica, NY 11430-1096

1 of 5

See acknowledgment letter
T. Roman

APHIS FORM 2051 (JUL 89)

PERMIT NO. 00-000-00n

DIRECTIONS FOR MAILING GENETICALLY ENGINEERED ORGANISMS UNDER PERMIT TO THE UNITED STATES

Ship under blue and white label ONLY materials covered by the permit or authorization. Other materials may be denied entry.

Place WITHIN THE PACKAGE consignee's name and address, and invoice.

Paste securely to FACE of each package a BLUE AND WHITE LABEL bearing reference to authorization, under which material is being shipped.

DO NOT WRITE ON THIS LABEL.

DO NOT place any delivery address on outside of package. The reference on label will insure proper delivery.

Place on OUTSIDE OF PACKAGE name and address of shipper, statement of contents, and FULL POSTAGE.

FIGURE A-1-2: Example of APHIS Form 2051, Blue and White Label for Mailing Genetically Engineered Organisms Under Permit to the United States

Purpose

APHIS Form 2051, issued by USDA, APHIS, Biotechnology Regulatory Services (BRS), is used to forward shipments of transgenic organisms to APHIS -PPQ plant inspection stations. The label includes the biotech permit number on the bottom right hand corner and indicates that a permit has been issued for the plant material.

Instructions

Expedite containers with these labels to the APHIS plant inspection station listed on the label (see [Appendix O](#)). If additional addresses appear on the package that are not the same as the USDA address on the permit label, expedite the package, using existing mechanisms, to the nearest USDA plant inspection station.

CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection Billing for REIMBURSABLE AGRICULTURAL INSPECTION				1. COSS Assignment Number (Work Ticket)				
2. Name				3. Identification Number (19 CFR 24.5)				
Street address				4. Port Code (5 digit)				
P.O. Box				5. Phone Number				
City		State		Zip		ext.		
Airport and Airway Development Act of 1970 (AADA). 7 CFR 354.1 Overtime work at Border Ports, Sea Ports, and Airports.								
6. <input type="checkbox"/> AADA - Commercial <input type="checkbox"/> Non - AADA <input type="checkbox"/> AADA - Private (\$25 max.) <input type="checkbox"/> Military				7. Place of Service				
Record quarter hours as 1 for 1/4 hr; 2 for 1/2 hr; 3 for 3/4 hr; and 0 for whole hours.								
8. Date of Service (mm/dd/yyyy)	9. CBP Entry Number, Vessel Name, Alpha Airline Code, Flight Number, City/Airport Location Code, etc.			10. Overtime		11. Travel Time	12. Hours	
				In	Out		Reg.	Qtr.
13. TOTAL HOURS REIMBURSABLE								
14. Certification: I certify that services recorded above were performed.								
CBP Agriculture Specialists Name			Signature X		Date		Telephone Number	
15. Certification: Reimbursable services recorded above have been received.								
Importer/Importer Representative's Name			Signature X					
16. Method of Payment			Amount		Check Number			
<input type="checkbox"/> Service to be billed <input type="checkbox"/> Cash collected at time of service Report Cash Receipt Number _____			\$ _____		Driver's License Number _____			
17. Remarks:								
18. (check if applicable) <input type="checkbox"/> Prorated			Submit completed form to: Customs and Border Protection Revenue Division P.O. Box 68907 Indianapolis, IN 46268			Distribution: Original - Revenue Division Copy 2 - Customer Copy 3 - Retain at Port		

Privacy Act Statement: This information is needed by CBP to respond to the requestor and initiate follow-up contact with the requestor if required. Requestors are advised that they do not have to furnish the information but failure to do so may prevent their request from being processed. The information requestors furnish is used to process and respond to their request.

CBP Form AI-89 (10/05)

FIGURE A-1-3: Example of CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

Purpose

CBP Form AI-89 serves the following purposes:

- ◆ Creates a port record of work performed outside normal duty hours when requested by industry
- ◆ Generates a receipt for the industry for billable hours and a dollar amount
- ◆ Creates a contract for the work performed
- ◆ Reimburses the Treasury for work performed by Agriculture Specialists

Instructions

TABLE A-1-2: Instructions for Completing CBP Form AI-89, Billing for Reimbursable Agricultural Inspection

Block	Instructions
1	Enter work ticket assignment number following completion of job
2	Enter name of party requesting work to be done
3	Enter the importer number from CBP Form 5106 (refer to 19 CFR 94.5)
4	Enter your port's 4 digit code
5	Enter the business' phone number
6	Check the appropriate box
7-8	Fill in
9	List the entries of vessels being inspected
10	Fill in
11	Record the appropriate amount of CTT according to 7 CFR 354
12	Record the appropriate hours worked to complete each inspection
13	Tally the hours worked
14	Print, sign, date, and give the office work telephone where the Agriculture Specialist may be contacted
15	Have the importer print and sign
16	Mark the method of payment, the amount of payment received, record the check number, and record the driver's license number if applicable
17	Fill in
18	Fill in if appropriate

Send completed forms to this address:

Customs and Border Protection
Revenue Division
P.O. Box 68907
Indianapolis, IN 46268

Phone number for assistance: (317) 614-4520

EMAIL address for assistance: reimbsvcs@dhs.gov

Distribution

CBP Form AI-212, Agriculture Inspection Hold

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection Agriculture Inspection HOLD			1. CARRIER		2. VOYAGE NO.	
			3. DATE ARRIVED		4. DOCK/LOCATION	
			5. DATE ACTIONS COMPLETED		6. OFFICER	
7. MARK/RANGE CONTAINER NO.	8. QUANTITY	9. COMMODITY/COUNTRY OF ORIGIN	10. SHIPPER/IMPORTER	11. ACTION/FINAL DISPOSITION	12. DATE	
REMARKS:						

CBP Form AI-212 (09/05)

FIGURE A-1-4: Example of CBP Form AI-212, Agriculture Inspection Hold

Purpose

CBP Form AI-212 is used to record cargo held or cargo that is of agricultural interest. It also serves as a warning, hold, information, and clearance document when stapled or attached to the front of manifests or other cargo listings used by CBP in releasing shipments. Use of CBP Form AI-212 is optional and is intended for local port use as a worksheet and port record.

Instructions

Information needed for completion will vary from port to port depending on the information needed at each port. Fill in the information as required by local port.

TABLE A-1-3: Instructions for Completing CBP Form AI-212, Cargo Hold and Record

Block	Instructions
1-12	Fill in as required by local port practice

Distribution

Distribute as determined by local practice.

CBP Form AI-244, Quarantine Warning

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

W A R N I N G !

This material is being held in

Q U A R A N T I N E

DO NOT OPEN, DESTROY OR REMOVE

SEALED COMPARTMENTS, CONTAINERS, OR MATERIAL MUST
REMAIN SEALED WHILE WITHIN THE UNITED STATES AND ITS
TERRITORIAL WATERS.

CBP FORM AI-244 (09/05)

W A R N I N G : Not for US Commerce, In case of emergency,
contact the local DHS, CBP, AI office at:

CBP FORM AI-244 (09/05)

FIGURE A-1-5: Example of CBP Form AI-244, Quarantine Warning

Purpose

CBP form AI-244 serves the following purpose:

In addition to the yellow DHS, CBP, Agricultural Quarantine tape, this tag can be affixed to boxes, crates, and container doors to clearly show that a shipment is under DHS, CBP, Agricultural Quarantine.

CBP Form AI-250, Aircraft Clearance or Safeguard Order

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection AIRCRAFT CLEARANCE OR SAFEGUARD ORDER		1. AIRCRAFT NO.	2. TRIP/FLIGHT NO.	3. NAME OF CARRIER
		4. FOREIGN ORIGIN <i>(When applicable)</i>		5. PLACE OF DEPARTURE <i>(U.S.)</i>
		6. DESTINATION AIRPORT OR AIR BASE <i>(U.S.)</i>		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND – 7. <input type="checkbox"/> COMPLETELY CLEARED <i>(Including all baggage, personal effects stores, garbage, and cargo.)</i> 8. <input type="checkbox"/> PARTIALLY CLEARED <i>(Exceptions and safeguard conditions noted in item 11 below.)</i>				
9. SIGNATURE OF CBP INSPECTOR		10. DATE		
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		15. FINAL DISPOSITION ACTION		
I AGREE TO SEE THAT THE CONDITIONS IN ITEM 11 ARE CARRIED OUT.		16. SIGNATURE OF CBP INSPECTOR		
12. SIGNATURE OF AIRCRAFT COMMANDER		13. DATE		
AFTER FINAL DISPOSITION ACTION RETURN TO:	14. NAME AND ADDRESS OF ORIGINATING OFFICE		17. DATE	

CBP Form AI-250 (09/05)

FIGURE A-1-6: Example of CBP Form AI-250, Aircraft Clearance or Safeguard Order

Purpose

CBP Form AI-250 is used as a Safeguard Order for flights that are partially cleared, **not** regularly scheduled, and proceed beyond the first airport for clearance elsewhere in the United States.

Flights that are regularly scheduled for partial clearance **do not** require CBP Form AI-250.



For preclearance of flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, use **PPQ Form 250, Aircraft Clearance or Safeguard Order on page A-1-54**.

Locator for Instructions for Completing CBP Form AI-250

Two sets of instructions follow. See [Table A-1-4](#) below to determine which instructions to use.

TABLE A-1-4: Determine Instructions to Use for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order

If you are using CBP Form AI-250 for:	Then:
Military Use	See Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use on page A-1-17
Commercial Use	See Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use on page A-1-18



After action has been taken, return CBP Form AI-250 to the originating office entered in *Block 17*.

Instructions for Using CBP Form AI-250 as a Safeguard Order for Military Use

These instructions are for using CBP Form AI-250 as a Safeguard Order for Military Use. If you partially clear an aircraft and it is **not** a regularly scheduled flight, then you will need to complete CBP Form AI-250.

Ask the military operations authorities to:

- ◆ Identify and include in the load (departure) message the type of quarantine actions that are to be completed at the destination base
- ◆ Telephone the CBP Agriculture Specialist or cooperator to inform him/her of the task to be completed upon aircraft arrival
- ◆ Emergency telephone calls should be made to the CBP office serving the destination base rather than calling the cooperator at those bases **not** covered by CBP

When using CBP Form AI-250 as a Safeguard Order for Military Use, prepare form in **triplicate**. See [Table A-1-5 on page A-1-18](#) for instructions on completing the form.

TABLE A-1-5: Instructions for Completing CBP Form AI-250, Aircraft Clearance and Safeguard Order, When Using as Safeguard Order for Military Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	<ul style="list-style-type: none"> ◆ Describe the clearance activities and safeguards that you have completed ◆ Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies
14	Fill in
15-17	Leave blank (These blocks are to be completed by the CBP Agriculture Specialist or cooperators who complete the aircraft clearance)

Distribution of CBP Form AI-250, Safeguard Order for Military Use

When using CBP Form AI-250 as a Safeguard Order for Military Use, distribute as follows:

1. Give the original to the aircraft commander and instruct the commander to present the form to the CBP Agriculture Specialist or military cooperator upon arrival at the destination base.
2. Send one copy AIRMAIL or FAX to the CBP office serving the base.
3. Keep one copy for port files.

Instructions for Using CBP Form AI-250 as a Safeguard Order for Commercial Use

If you partially clear an aircraft and it is **not** a regularly scheduled flight, and when using CBP Form AI-250 as a Safeguard Order for Commercial Use, follow the instructions in [Table A-1-6 on page A-1-19](#).

TABLE A-1-6: Instructions for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order, When Using as a Safeguard Order for Commercial Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies
14	Fill in
14-17	Leave blank (these blocks are to be completed by the CBP Agriculture Specialist or cooperators who complete the aircraft clearance)

Distribution of CBP Form AI-250, Safeguard Order for Commercial Use

When used as a Safeguard Order for Commercial Use, distribute CBP Form AI-250 as follows:

1. Give the original to aircraft commander and instruct the commander to present the form to the CBP Agriculture Specialist on arrival at the final destination airport.
2. Keep a copy for the port files.
3. Telephone next port.

CBP Form AI-277, Agriculture Inspection Baggage Information

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

AGRICULTURE INSPECTION BAGGAGE INFORMATION

Location:		Date:									
	a. Airline/ Flight No.	b. Positive Inspections	SEIZURES							j. Clean and Disinfect Shoes	k. Total Secondary Inspections
			c. Plant Material	d. Ruminant Count	e. Swine Count	f. Poultry Count	g. Animal By Product Count	h. Daily Product Count	i. Equine Product Count		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

CBP Form AI-277 (03/06)

FIGURE A-1-7: Example of CBP Form AI-277, Agriculture Inspection Baggage Information

Purpose

CBP Form AI-277 is used as an officer's daily tally card to record the number of referrals and quarantine actions taken on passenger/crew baggage at airports.

Instructions

Follow the instructions for recording daily baggage information in [Table A-1-7](#).

TABLE A-1-7: Instructions for Completing CBP Form AI-277, Agriculture Inspection Baggage Information

Column	Instructions
a. Airline/Flight No.	Fill in flight information
b. Positive Inspections	Enter one tick mark for each referral that produces one or more seizures
c. Plant Material	Enter one tick mark for each type of plant material seized during an inspection
d. Ruminant (count/weight)	Enter one tick mark for each ruminant seized and the weight in the adjacent column during an inspection
e. Swine (count/weight)	Enter one tick mark for each swine seized and the weight in the adjacent column during an inspection
f. Poultry (count/weight)	Enter one tick mark for each poultry seized and the weight in the adjacent column during an inspection
g. Animal Byproduct (count/weight)	Enter one tick mark for each type of animal byproduct seized and the weight in the adjacent column during an inspection
h. Dairy Product (count/weight)	Enter one tick mark for each type of dairy product seized and the weight in the adjacent column during an inspection
i. Equine Product (count/weight)	Enter one tick mark for each type of equine product seized and the weight in the adjacent column during an inspection
j. Clean and Disinfect Shoes	Enter one tick mark for each time that you clean and disinfect a pair of shoes
k. Total Secondary Inspections	Count the number of Customs Declaration Cards for passengers inspected by or referred to Ag Secondary

Distribution

CBP Form AI-277 does **not** have to be distributed since the information is for port use.

Retention

CBP Form AI-277 does **not** need to be retained unless it is local practice.

CBP Form AI-280, Report of Regulated Importations

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection REPORT OF REGULATED IMPORTATIONS			Month/Year Covered		Port		Page ____ of ____					
Check If Negative Report <input type="checkbox"/>												
Check Appropriate Activity: <input type="checkbox"/> Maritime <input type="checkbox"/> Airport <input type="checkbox"/> Land Border												
A. Commodity and Country of Origin (If frozen, so state)	B. Number Of Shipments	C. Kilograms/ Stem Counts/ Plant Units	Disposition (Check Only One)									M. Remarks
			Treated				Refused					
			D. Inspected & Released	E. T & E or DE	F. Fumigated	G. Other	H. Pre-Cleared	I. Departmental Permit	J. Destroyed	K. IE or T & E	L. Returned	
CBP/AI Officer's Name		Signature X									Date	

CBP Form AI 280 (09/05)

FIGURE A-1-8: Example of CBP Form AI-280, Report of Regulated Importations

Purpose

CBP Form AI-280 is equivalent to PPQ Form 280, which is web based.

Instructions

For instructions on completing CBP Form AI-280, refer to PPQ Form 280, which can be found in Agricultural Quarantine Activity Systems <https://moks14.aphis.usda.gov/aqas/login.jsp>.

CBP Form AI-288, Ship Inspection Report

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection											
SHIP INSPECTION REPORT											
1. PORT REPORTING		2. FLAG/NAME OF VESSEL		3. DOCK							
4. FROM (<i>Port and Country</i>)		5. VIA									
6. ARRIVAL DATE	7. ARRIVAL TIME ETA ACTUAL	8. INSPECTION DATE		9. INSPECTION TIME FROM TO							
10. NUMBER PASSENGERS AND CREW CLEARED		11. NUMBER PIECES OF BAGGAGE		12. PROPOSED DEPARTURE DATE							
PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS											
13. COMMODITY		14. LOCATION		15. COUNTRY OF ORIGIN							
				16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED							
<p>SAFEGUARD NOTICE: While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.</p> <p>If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direct of a Customs and Border Protection – Agriculture Inspection Officer.</p> <p>WARNING NOTICE: Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to \$250,000 per violation.</p>											
<p>17. <i>I fully understand the safeguards prescribed above.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">SIGNATURE OF RESPONSIBLE SHIP'S OFFICER</td> <td>TITLE</td> <td>DATE</td> </tr> </table>						SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		TITLE	DATE		
SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		TITLE	DATE								
<p>18. CONDITION OF GARAGE CONTAINERS WHEN INSPECTED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COVERED</td> <td>INSIDE RAILING</td> <td>LEAKPROOF</td> </tr> <tr> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>			COVERED	INSIDE RAILING	LEAKPROOF	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>DEFICIENT CONDITION CORRECTED</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p>19. SHIP AREAS</p> <p>NOT INSPECTED</p> <p><input type="checkbox"/> QUARTERS</p> <p><input type="checkbox"/> DRY STORES</p> <p><input type="checkbox"/> PANTRY</p>
COVERED	INSIDE RAILING	LEAKPROOF									
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO									
			<p>HOLDS INSPECTED (<i>identify</i>)</p>		<p>20. LIVE ANIMALS/BIRDS ABOARD</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>TYPE: _____</p> <p>NUMBER: _____</p>						
APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST											
THE FOLLOWING OBSERVATIONS WERE MADE BY CBP-AI PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:											
21. <input type="checkbox"/> YES <input type="checkbox"/> NO THERE IS A FUNCTIONAL INCINERATOR OR OTHER DISPOSAL METHOD ABOARD.											
22. <input type="checkbox"/> YES <input type="checkbox"/> NO THE RESPONSIBLE VESSEL REPRESENTATIVE WAS REQUESTED TO SHOW, AND DID PRODUCE A GARBAGE PICKUP RECEIPT OR OTHER EVIDENCE OF LAWFUL DISPOSAL OF PLASTICS ASHORE.											
<p>ALERT: REPORT THE PRESENCE OF HONEY BEES (<i>swarms or individual bees</i>) TO THE NEAREST AGRICULTURAL OFFICER. TELEPHONE _____</p>											
23. REMARKS											
24. SUBSEQUENT PORTS OF CALL (<i>Notified</i>)		25. NUMBER PASSENGERS		26. CBP OFFICER'S SIGNATURE							

CBP Form AI-288 (09/05)

FIGURE A-1-9: Example of CBP Form AI-288, Ship Inspection Report

Purpose

CBP Form AI-288 serves the following purposes:

- ◆ Port record of the ship inspection
- ◆ Order to the Captain or other responsible ship's officer to take or observe designated safeguards and documented agreement to those safeguards
- ◆ Means of notifying subsequent ports of observations made and disposition actions taken during ship boarding
- ◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
- ◆ Warning notice on the vessel when khapra beetle suspects are found
- ◆ Evidence for a garbage violation case

Instructions

To complete this form, follow the instructions in [Table A-1-8](#).

TABLE A-1-8: Instructions for Completing CBP Form AI-288, Ship Inspection Report

Block	Instructions
1	List the name of the city and State of your port
2	List the flag (country of registry) and name of vessel (two-letter PINET code/ name of vessel)
3	List the dock
4	List the country of origin
5	Fill in
6	List the date of arrival
7	List the estimated time of arrival (ETA) and the actual time of arrival
8	List the date of inspection
9	List the beginning and ending time of ship boarding
10-11	List the number of passengers disembarking at your port and the number of pieces of baggage; if none, enter 0
12	List the proposed date of departure (important for planning any future reboardings and/or to give the next port advanced notice)
13	<ul style="list-style-type: none"> ◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited ◆ DO NOT list fruits and vegetables which are listed in the <i>Fruits and Vegetables Manual</i> as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition
14	<ul style="list-style-type: none"> ◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings ◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage

TABLE A-1-8: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)



Block	Instructions
15	List the country of origin for each commodity
16	<p>Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:</p> <ul style="list-style-type: none"> ◆ Enter “To remain under seal while in territorial waters of the United States.” for items such as fruit fly hosts and meat or meat products which require sealing, or for a garbage violation ◆ Enter other appropriate statements, such as: <ul style="list-style-type: none"> ❖ May be used while in port ❖ To remain under seal pending treatment ❖ Destroyed ❖ See <i>Remarks</i>
17	Have the Captain or highest officer aboard the vessel read the Safeguard Notice, sign, list title, and enter the date signed
18	Check yes or no to indicate whether garbage containers are covered, inside railing, and leakproof
19	<ul style="list-style-type: none"> ◆ Check any ship areas that were not inspected ◆ If holds were inspected, then list
20	<ul style="list-style-type: none"> ◆ Check as appropriate ◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; do not list cats or dogs
21	<p>If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>The following checks in <i>Block 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</p> <p>21) No</p> <p>22) No</p> </div> </div>
22	<p>Check YES or NO as appropriate and list the title of the ship's representative</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>The following checks in <i>Blocks 21</i> and <i>Block 22</i> constitute a violation of MARPOL Annex V:</p> <p>23) No</p> <p>24) No</p> </div> </div>

TABLE A-1-8: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)

Block	Instructions
23	<p>List any additional information or supplemental data as appropriate, such as the following:</p> <ul style="list-style-type: none"> ◆ If crew member informs you that plastics were dumped at sea, then write the crew member's statement and have crew member sign ◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation ◆ Reference to cargo that CBP at next port of call should know about ◆ Reference to giving a copy to Master or other officer ◆ Warning notice ◆ Dry stores fumigated ◆ Enter number and types of seals applied, serial numbers, and exact locations of seals; e.g., "USDA Tyden seal #4967 on cage locker inside the vegetable reefer" ◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate ◆ Enter a dollar sign (\$) if you have assessed and collected a spot settlement for a garbage violation and state the nature of the violation and the amount of penalty ◆ If a pet bird is aboard the vessel, write the following statement and get the Captain's signature: "I agree to keep the bird(s) caged or tethered and kept in a ship's cabin while in U.S. territorial waters." <i>[Captain's Signature]</i> ◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement: "If live bees are sighted on the ship or a container, then call a CBP Agriculture Specialist at <i>[Port telephone number]</i>."
24	List any subsequent ports of call
25	Record the number of passengers
26	CBP Officer signs

Instructions for Completing CBP Form AI-288 When Using for Documenting Monitoring Activities

When CBP Form AI-288 is used for documenting monitoring activities, then follow the instructions in [Table A-1-9](#).

TABLE A-1-9: Instructions for Completing CBP Form AI-288, When Using for Documenting Monitoring Activities

Block	Instructions
1-3	Fill in
4-7	Leave blank
8-9	Fill in
10-17	Leave blank
18	Fill in
19-22	Leave blank
23	Fill in
24-26	Leave blank

Distribution

Distribute CBP Form AI-288 as follows:

- ◆ Keep the original for the port file
- ◆ Give one copy to Master or other ship officer
- ◆ If requested, give one copy to shipping agent when garbage violation is issued
- ◆ Send one copy to the CBP office at subsequent port when **any** of the following conditions apply:
 - ❖ Stores are sealed
 - ❖ Pest risk is significant
 - ❖ Vessel has a garbage violation
 - ❖ Cargo of CBP interest is to be discharged
 - ❖ PPQ Form 301-R, Remedial Measures Billing (Statement of Services)



The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.

CBP Form AI-523A, Chain of Custody Emergency Action Notification

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection				Serial Number:	
CHAIN OF CUSTODY EMERGENCY ACTION NOTIFICATION					
1. Port Location:				2. Date Issued:	
3. Name and Quantity of Article(s):			4. Location of Article(s):		
			5. Destination of Article(s):		
6. Shipper:			7. Name of Carrier:		
			8. Shipment ID Number(s):		
9. Owner/Consignee of Article(s) Name:			10. Port of Lading:	11. Date of Arrival:	
Address:			12. ID of Pest(s), Noxious Weeds, or Article(s)		
			12a. Pest ID Number:	12b. Date Intercepted:	
			13. Country of Origin:	14. Grower Number:	
Phone Number:	FAX Number:		15. Foreign Phytosanitary Certificate Number:		
15a. Place Issued:	15b. Date:		15c. Situation Room Report Number:		
Under Section 411, 412 and 414 of the Plant Protection Act (7 USC 7711, 7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an CBP Agriculture Specialist. Remedial measures shall be in accordance within the action specified in item 16 and shall be completed within the time specified in item 17*.					
After receipt of this notification, articles and/or carriers herein designated must be moved except as directed by an Agriculture Officer. The local officer may be contacted at:					
16. Action Required: <input type="checkbox"/> Treatment <input type="checkbox"/> Destruction <input type="checkbox"/> Re-Exportation <input type="checkbox"/> Other			*Should the owner or owner's agent fail to comply with this order within the time specified below, DHS is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.		
17. After receipt of this notification complete specified action within (specify number of hours or number of days): Hours: Days:					
Agriculture Specialist Name:			Agriculture Specialist Signature:		
ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION					
<i>I hereby acknowledge receipt of the foregoing notification.</i>					
Name:		Title (Shipper/Broker/Consignee)		Signature:	
Name:		USDA		Signature:	

CBP Form AI-523A (04/06)

FIGURE A-1-10: Example of CBP Form AI-523A, Chain of Custody Emergency Action Notification

Purpose

CBP Form AI-523A will be used after an Emergency Action Notification (PPQ Form 523) was issued and the Broker/Consignee has opted to have the shipment destroyed or fumigated only. CBP Form AI-523A will then have the following functions:

- ◆ Create a port record on a shipment that will be destroyed under the supervision of a CBP Agriculture Specialist
- ◆ Create a port record on a shipment that will be fumigated under the supervision of a USDA Plant Health Safeguarding Specialist

Instructions

Use the instructions in [Table A-1-10](#) for completing this form.

TABLE A-1-10: Instructions for Completing CBP Form AI-523A

Block	Instructions
Serial Number	Write the serial number from the Emergency Action Notification (PPQ Form 523)
1	Fill in
2	Enter the date the CBP Form AI-523A was issued
3-5	Fill in
6	Enter the name and address of the shipper
7-8	Fill in
9	Enter the name, address, phone, and fax number of the owner/consignee
10-12b.	Fill in
13	Enter the country of origin of the article(s)
14-15	Fill in
15a.	Enter the place where the foreign phytosanitary certificate was issued
15b.	Enter the date the foreign phytosanitary certificate was issued
15c.	Fill in
16	Select the required action
17	Insert the number of hours and/or days after which the specified action must take place; enter the name and signature of the Agriculture Specialist issuing CBP Form AI-523A

TABLE A-1-10: Instructions for Completing CBP Form AI-523A

Block	Instructions
Acknowledgment of Receipt of Emergency Action Notification section	<p>Destruction: The shipper/broker/consignee must write his/her name, sign, and date the form so a Customs and Border Protection (CBP) Agriculture Specialist can authorize the shipment to proceed to a destruction site. After witnessing the destruction of the shipment, the CBP Agriculture Specialist will staple the Chain of Custody CBP Form AI-523A to the PPQ Form 523 (EAN).</p> <p>Fumigation: The shipper/broker/consignee must write his/her name, sign, and date the form so a Customs and Border Protection (CBP) Agriculture Specialist can authorize the shipment to proceed to the fumigation facility. The CBP Agriculture Specialist will either hand or send via facsimile the Chain of Custody Emergency Action Notification to the USDA Plant Health Specialist who will supervise the fumigation. The USDA Plant Health Specialist will also sign the Chain of Custody then hand it or send it via facsimile to the CBP Agriculture Specialist.</p>

Keep a hard copy of the CBP Form AI-523A at the Port of Entry for three years.

CBP Form AI-591, Notice of Alleged Violation

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection				Serial Number	
NOTICE OF ALLEGED VIOLATION					
TYPE OF VIOLATOR: <input type="checkbox"/> PASSENGER <input type="checkbox"/> CREW <input type="checkbox"/> DECAL <input type="checkbox"/> SERVICE PERSONNEL					
SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION					
1. PORT LOCATION	2. DATE ISSUED	3. TIME ISSUED	4. CARRIER (Name and ID)	5. ARRIVING/DEPARTING FROM	
6. REGULATION VIOLATED			7. IDENTIFICATION NUMBER		
8. NAME OF ALLEGED VIOLATOR (Last name first) REPEAT VIOLATOR <input type="checkbox"/>			<input type="checkbox"/> SOCIAL SECURITY NUMBER		
			<input type="checkbox"/> DATE OF BIRTH		
			<input type="checkbox"/> PASSPORT NO./COUNTRY		
			<input type="checkbox"/> OTHER		
			(Obtain copies of identifying documents)		
9. ADDRESSES (include zip for U.S. addresses) AND TELEPHONE NO.(S)			10. MATERIAL SEIZED		
PERMANENT		WHILE IN THE U.S.	a. QUANTITY AND NAME OF ARTICLES		b. COUNTRY OF ORIGIN
11. DECLARATION OF MATERIAL SEIZED <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> NO DECLARATION		11a. GIVEN OPPORTUNITY TO AMEND			
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL (i.e., labels on material, passenger remarks). IF CASE IS FORWARDED, OFFICER'S STATEMENT MUST BE ATTACHED.					
13. SIGNATURE OF OFFICER			14. BADGE NO.		15. DATE
SECTION II – ALLEGED VIOLATOR (Please read Section I and Section II. If you agree to waive hearing and pay the penalty, sign and date below.)					
<p>The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$50,000 against any individual who violates the Plant Protection Act and any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company, or corporation who knowingly violates the provisions of the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on record.</p> <p>You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.</p> <p>I acknowledge that I have an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$ _____.</p>					
SIGNATURE				DATE	
SECTION III – FOR USE BY U.S. CUSTOMS AND BORDER PROTECTION					
AMOUNT RECEIVED	SIGNATURE OF CASHIER				DATE
\$					

CBP Form AI-591(09/05)

FIGURE A-1-11: Example of CBP Form AI-591, Notice of Alleged Violation

Purpose

CBP Form AI-591, Notice of Alleged Violation, is used to assess the following:

- ◆ Civil penalties for passengers and crew who attempt to smuggle prohibited or restricted agricultural items in their baggage after failing to declare the items
- ◆ Civil penalties for crew and service personnel who remove regulated articles contrary to regulations, only if service employee works for a company with no compliance agreement
- ◆ Civil penalties for persons who violate the commuter decal lane (DCL)

Complete this form for violators under 18 **not** accompanied by an adult and for foreign diplomats holding A-1 or A-2 visas even though the violation is waived for this category of violators only.



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Instructions

Use the instructions in [Table A-1-11](#) for completing this form.

TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation

Block	Instructions
Type of Violator	Check the appropriate box at the top of the form. "Passenger" refers to passengers or pedestrians; "Decal" refers to the vehicle decal program on land borders (if the violation is for the decal lane (DCL), then list the decal number or other appropriate information in Block 12); "Crew" refers to persons employed by the owner of the carrier; "Service Personnel" refers to personnel servicing the carrier (caterers or garbage haulers).
Section I	Complete as directed below
1	Fill in
2	Enter date
3	Fill in
4	<ul style="list-style-type: none"> ◆ Enter the name of the airline (do not abbreviate) ◆ Enter the flight number of airplane
5	Enter the name of the last foreign country of departure
6	<ul style="list-style-type: none"> ◆ Enter the CFR(s) that the passenger has violated; be sure to cite the appropriate title, part, and subpart ❖ Animal products—cite the title and part violated (Example: Yams, 7CFR 319.56 and 9CFR 94) ❖ If you do not know the animal regulation, contact a HQ, PPQ, VMO in PPQ, VRS
7	<ol style="list-style-type: none"> 1. Examine available document (passport, Social Security card, birth certificate, etc.) 2. Enter identification number (passport number/country, Social Security number, date of birth or other)
8	<ol style="list-style-type: none"> 1. Examine all available documents (passport, airline ticket) 2. Fill in as complete a name as possible 3. Check the box if the person is a repeat violator
9	<ol style="list-style-type: none"> 1. List the permanent address, include zip code 2. If the permanent address is not in the U.S., then also list the address under the block <i>While in the United States</i>; include zip code
10a	<ul style="list-style-type: none"> ◆ Enter the amount in either kilos or number of items seized ◆ Enter the item for which the civil penalty is being imposed ❖ Enter the common name ❖ If plant material, enter the scientific name
10b	List the name of the country of origin (if known)
11	Check the appropriate box; you can not assess a civil penalty if the material was declared
11a	Check the appropriate box; you can not assess a civil penalty if the passenger did not have an opportunity to amend

TABLE A-1-11: Instructions for Completing CBP Form AI-591, Notice of Alleged Violation (continued)

Block	Instructions								
12	<p>Use this block to explain briefly the information that is not contained in other sections of the form when one of the following applies:</p> <ul style="list-style-type: none"> ◆ If the item was concealed or misrepresented, explain how ◆ If an interpreter was used to obtain the declaration or to interview, list the name and title of the interpreter ◆ If the declaration was checked “yes” in response to the agricultural question and a civil penalty is being imposed, explain why ◆ If permits accompany shipment, describe permits ◆ If CBP obtained the declaration and the amendment and found agricultural items for which you are about to issue a civil penalty, list the name or badge number of the CBP inspector and items found 								
13, 14, 15	Fill in								
Section II	<ul style="list-style-type: none"> ◆ Fill in the amount of the civil penalty before you give the form to the passenger ◆ See Determining Whether a Civil Penalty is Appropriate and Determining the Amount of the Civil Penalty on page 8-1-18 to determine the amount of the civil penalty ◆ See Mitigating the Spot Settlement on page 8-1-21 for mitigation procedures ◆ If the civil penalty is for not complying with a commuter lane decal and is the first violation, then assess \$500. Request suspension of lane decal for one year. However, if this is a second violation or beyond, then leave Section II blank and FORWARD the complete case file to IES <table border="1"> <thead> <tr> <th>If the violator:</th><th>Then:</th></tr> </thead> <tbody> <tr> <td>Immediately pays the civil penalty at the port</td><td>HAVE the violator sign and date Section II</td></tr> <tr> <td>Agrees to mail the payment within three days to IES Headquarters</td><td> <ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page P-1-1 </td></tr> <tr> <td>Refuses to pay the civil penalty</td><td>See Refusal to Pay the Civil Penalty on page 8-1-21</td></tr> </tbody> </table>	If the violator:	Then:	Immediately pays the civil penalty at the port	HAVE the violator sign and date Section II	Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page P-1-1 	Refuses to pay the civil penalty	See Refusal to Pay the Civil Penalty on page 8-1-21
If the violator:	Then:								
Immediately pays the civil penalty at the port	HAVE the violator sign and date Section II								
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none"> ◆ HAVE the violator sign and date Section II before mailing the payment to IES Headquarters ◆ Fill out and give the violator one of the APHIS Prepared Letters of Instruction for Mail-in Payment of Civil Penalty on page P-1-1 								
Refuses to pay the civil penalty	See Refusal to Pay the Civil Penalty on page 8-1-21								
Section III	<ol style="list-style-type: none"> 1. Tell violator to take CBP Form AI-591 to CBP cashier and pay the civil penalty 2. CBP cashier will complete this section (fill in the amount of money received, sign, and date the form) 								

Distribution

Use [Table A-1-12](#) for distribution of CBP Form AI-591.

TABLE A-1-12: Distribution of CBP Form AI-591, Notice of Alleged Violation

If the violator:	Then:
Immediately pays the civil penalty at the port	<ul style="list-style-type: none">◆ KEEP Part 1 for port files◆ GIVE Part 2 to the violator◆ GIVE Part 3 to CBP Cashier
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none">◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301/734-8684◆ GIVE Part 2 to the violator◆ KEEP Part 3 for port files
Refuses to pay the civil penalty	<ul style="list-style-type: none">◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684◆ GIVE Part 2 to the violator◆ KEEP Part 3 for port files

CBP Form AI-592, Notice of Violation

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection					Serial Number A
NOTICE OF VIOLATION					
TYPE OF VIOLATION: <input type="checkbox"/> GARBAGE <input type="checkbox"/> SEALS <input type="checkbox"/> NOTIFICATION					
SECTION I – FOR USE BY DEPARTMENT OF HOMELAND SECURITY – U.S. CUSTOMS AND BORDER PROTECTION					
1. PPQ LOCATION	2. DATE ISSUED	3. CARRIER (Name and ID)	4. DATE OF ARRIVAL	5. TIME OF ARRIVAL	
6. ARRIVING FROM (List all previous ports)			7. DATE VIOLATION DISCOVERED	8. TIME VIOLATION DISCOVERED	
9. NAME, ADDRESS, AND TAX ID NO. OF OWNER/OPERATOR (last name first)		10. NAME, ADDRESS, AND TAX ID NO. OF AGENT HANDLING CARRIER AT PORT			
11. THE FOLLOWING CONDITION (S), WHICH VIOLATE 7 CFR 330.400 AND 9 CFR 94.5 OR 7 CFR 330.110 AND 330.111 <u>WAS/WERE</u> FOUND ON OR ASSOCIATED WITH THE CARRIER NAMED ABOVE:					
<input type="checkbox"/> GARBAGE OBSERVED BEING DUMPED INTO HARBOR OR INLAND WATERWAY		<input type="checkbox"/> GARBAGE FOUND ON VESSEL WAS NOT PROPERLY SAFEGUARDED			
<input type="checkbox"/> GARBAGE DISPOSED OF IN AN UNAUTHORIZED MANNER (describe in remarks)		<input type="checkbox"/> INADEQUATE NOTIFICATION OF ARRIVAL			
<input type="checkbox"/> GARBAGE REMOVED FROM CARRIER WITHOUT AUTHORIZATION		<input type="checkbox"/> UNAUTHORIZED BREAKING OF AHIS SEALS			
REMARKS (If case is forwarded, officer's statement must be attached.)					
12. SIGNATURE OF OFFICER		13. BADGE NO.	14. DATE		
SECTION II – If you agree to waive hearing and pay the penalty, sign and date below.					
<p>The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$250,000 against any individual who violates the Plant Protection Act and any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company, or corporation who knowingly violates the provisions of the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on record.</p> <p>You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.</p> <p>I acknowledge that I have an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$ _____.</p> <p>Pay by postal money order or Company or certified check drawn ONLY on a U.S. bank, payable to U.S. Treasury, at the office show in Section III. Payment must be made by 3:00p.m. of the third business day after signing this notice.</p>					
SIGNATURE		TITLE	DATE		
SECTION III – FOR USE BY RECEIVING OFFICE					
ADDRESS OF RECEIVING OFFICE		AMOUNT OF CHECK \$	DATE		
		SIGNATURE OF OFFICER			
SECTION IV – ACKNOWLEDGEMENT OF RECEIPT OF FORM (If section II is not signed)					
SIGNATURE		TITLE	DATE		

CBP Form AI-592 (09/05)

FIGURE A-1-12: Example of CBP Form AI-592, Notice of Violation

Purpose

CBP Form AI-592 is used to issue spot settlements and document the following:

- ◆ Garbage violations (foreign) on carriers
- ◆ Improper breaking of CBP seals
- ◆ Failing to provide advance notification of arrival of carriers (aircraft, railroad cars (railcars), and vessels) when advance notification is required
- ◆ Unauthorized breaking of APHIS/DHS seals on vessel stores, galleys, and cargo (**except** meats and animal products and by-products)

This is the only form to use for issuing spot settlements in the instances listed above. A civil penalty is initiated when the form is filled in and may be finalized (if penalty is paid) with this single document.



You must record all agricultural violations on the appropriate form. Failure to do this makes documenting the violation difficult. You must inform alleged violators that they have an opportunity for a hearing and that by signing Section II they agree to waive the hearing and pay the penalty.



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. Accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States." If you have any questions, contact QPAS at 301-734-8295.

Instructions

Use a pen with blue or black ink to complete the form on a hard surface, pressing firmly to assure information will transfer to all copies. Follow the instructions in [Table A-1-13](#).

TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation

Block	Instructions
Type of Violation	Check appropriate box at the top of the form ◆ Garbage refers to garbage regulated by CBP and/or APHIS; see Glossary for definition
1	Fill in city and State or city and country of port
2	Fill in the date the form was issued
3	Fill in the name of carrier and identification information ◆ Vessels—include flag of registry (use the abbreviation list in Appendix F), type, and name; use three-letter country code ◆ Aircraft—enter the flight number ◆ Railroad cars—enter the railroad car number
4	Enter date of carrier arrival
5	◆ Enter docking time for vessels ◆ Enter block time for aircraft
6	◆ Fill in the name of the last foreign port ◆ List all previous coastwise (U.S.) ports
7	Enter the date the violation was discovered
8	Enter the time the violation was discovered
9	◆ Fill in the name (last name first) of the owner/operator (specify) ◆ List the address (may be foreign) of the owner/operator ❖ List the Tax ID number of the owner or operator (specify) Vessels—Customs Form 1300, Masters Oath, lists the name and address of the owner and operator Customs Form 1301, General Declaration, lists the name and address of the agent ◆ If the violation is breaking seals on cargo, then enter name and address of the cargo owner or importer (specify)
10	Fill in the name, address, and Tax ID number of the agent handling clearance formalities at port
11	◆ Check all blocks that apply to the violation ◆ Describe conditions not adequately expressed by one or more of the printed statements under <i>Remarks</i>
Remarks	◆ Fill in information as to how you determined a garbage violation occurred, e.g., orange peels were found scattered on the deck and in uncovered garbage containers ◆ Never use the <i>Remarks</i> section for the Officer's Statement ◆ Attach the Officer's Statement when violation is sent to Riverdale ◆ Identify that off-loaded garbage came off a particular vessel or aircraft ◆ Collect any evidence that shows that the garbage did originate from that vessel or aircraft (any document associated with the garbage showing the carrier's name or line, i.e., napkins, entertainment schedule)

TABLE A-1-13: Instructions for Completing CBP Form AI-592, Notice of Violation

Block	Instructions
12	Sign the form
13	Enter your badge number
14	Fill in the date
Section II	<ol style="list-style-type: none"> 1. See Inspecting the Aircraft on page 3-2-3, Determining if a Vessel Requires Boarding on Arrival on page 3-3-4, and Assessing Civil Penalties on page 8-1-6, to determine if you should assess the spot settlement or if you must forward the form to IES for assessment 2. If you should assess a spot settlement, then enter the amount specified in the sections above 3. Have the captain, owner, agent, or representative sign Section II and ask the signer to fill in his or her title and the date 4. If the violator signs Section II and pays the spot settlement, then continue to Section III of this table 5. If the violator refuses to sign Section II, then go to Section IV of this table 6. Go to Distribution on page A-1-40
Section III	<p><i>Receiving office/CBP Officer completes at time violator pays civil penalty</i></p> <ol style="list-style-type: none"> 1. Accept the funds to settle the civil penalty (accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "Treasury of the United States") 2. Enter the address of the receiving office, the check amount, and the date 3. Sign Section III 4. Complete APHIS Form 94, Record of Public Funds Received, and send along with funds received from violator, to ARI: MAIL (U.S. Postal Service) Payment: USDA-APHIS-ARI PO Box 952180, St. Louis, MO 63195-2182 EXPRESS MAIL (FEDEX): Firststar Bank, Attn: Gov't Box 9521801 1005 Convention Plaza, St. Louis, MO 63101 5. GO TO Distribution on page A-1-40
Section IV	<ol style="list-style-type: none"> 1. Have the violator who refuses to pay the penalty acknowledge receipt of the form by signing Section IV, and ask the signer to fill in his or her title and date to acknowledge receipt of the form 2. Allow the owner, operator, or representative to write a statement of explanation 3. If the violator pays the penalty within 3 work days, then go to Section III of this table 4. GO TO Distribution on page A-1-40

Distribution

Use [Table A-1-14](#) for distribution of CBP Form AI-592.

TABLE A-1-14: Distribution of CBP Form AI-592, Notice of Violation

If the violator:	And:	Then:
Signs Section II ¹ or Section IV	Pays the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ GIVE Part 1 to the person paying the penalty (at the time of paying) ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)
	Fails to pay the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301/734-8684 ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to the person signing CBP Form AI-592 (at time of signing)
Refuses to sign either Section II or Section IV	→	<ul style="list-style-type: none"> ◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684 ◆ KEEP Parts 2 and 3 for the port files

1 If the penalty is **not** paid on the vessel, send or fax a copy of the violation to the vessel's agent.



For any vessel with a new garbage violation continuing to another U.S. port, alert that port of the vessel's recent violation. Additionally, CBP-APL needs to have the vessel information for tracking the garbage violators.

CBP Form AI-625, Sealing Report/Authorization to Proceed

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection SEALING REPORT / AUTHORIZATION TO PROCEED			
VESSEL NAME:		DESTINATION:	
PORT OF ARRIVAL:		DATE OF ARRIVAL:	
AGRICULTURE SPECIALIST			
NAME:	BADGE NO.	DATE & TIME OPENED:	PHONE NUMBER:
			FAX NUMBER:
BILL OF LADING	AMOUNT	COMMODITY	
COUNTRY OF ORIGIN:		REFRIG. WAREHOUSE <input type="checkbox"/>	
PORT OF LADING:		OTHER:	
CONTAINER/TRAILER NO./AWB NO.			
TOTAL DELIVERED:	DATE OF INTERCEPTION:	REMARKS:	
SEAL NUMBER: (CHECK ONE) <input type="checkbox"/> APHIS <input type="checkbox"/> CBP	URGENT NUMBER:		
DATE SEALED:	DATE CONFIRMED:		
TIME SEALED:	IDENTIFIED AS:		
SHIPPER:		TRUCKING COMPANY:	
CONSIGNEE:		DRIVER'S PRINTED NAME AND SIGNATURE:	
BROKER:		CAUTION HOLD - SHIPMENT AUTHORIZED TO: <div style="text-align: center;">NO DIVERSION PERMITTED</div>	
VERIFICATION OF RECEIPT OF CARGO - FAX BACK NUMBER:			
AGRICULTURE SPECIALIST NAME (PRINTED):		BADGE NO.:	
AGRICULTURE SPECIALIST SIGNATURE:		DATE:	

CBP FORM AI-625 (09/05)

FIGURE A-1-13: Example of CBP Form AI-625, Sealing Report/Authorization to Proceed

Purpose

CBP Form AI-625 is used to record a Sealing Report or a shipment that has been authorized to move to another location.

Instructions

To complete this form, follow the instructions in [Table A-1-16 on page A-1-44](#). Print or type the information.

TABLE A-1-15: Instructions for Completing CBP Form AI-625, Sealing Report/Authorization to Proceed

Block	Instructions
Vessel Name, Destination, Port of Arrival, Date of Arrival, Agriculture Specialist Name, Agriculture Specialist Badge Number, Date & Time Opened	Fill in
Phone number, Fax number	Fill in numbers where Agriculture Specialist can be reached
Bill of Lading, Amount, Commodity, Country of Origin, Port of Lading	Fill in
Refrigerated Warehouse	Check box if yes
Container/Trailer No./AWB No.	Fill in
Total Delivered	Enter the total (of shipment) delivered
Date of Interception	Fill in
Seal Number	Check type of seal and enter number
Urgent number	Fill in
Date Sealed, Time Sealed	Enter date and time the Agriculture Specialist sealed the shipment
Date Confirmed	Enter date interception was confirmed
Identified As	Enter the pest's identification
Remarks, Shipper, Trucking Company, Consignee, Driver's Printed Name and Signature, Broker, Caution Hold - Shipment Authorized to, Verification of Receipt of Cargo, Agriculture Specialist Name, Agriculture Specialist Badge Number, Agriculture Specialist Signature, Date	Fill in

CBP Form AI-627, Declaration of Forfeiture

<p>DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection</p> <p>DECLARATION OF FORFEITURE</p>			File No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>1. The property described below was seized by the Department of Homeland Security on <i>(date)</i> _____ at <i>(time)</i> _____ at <i>(place)</i> _____ and is now in the custody of the Port Director of Customs and Border Protection - Agriculture Inspection, at _____ _____ . This property is subject to procedures relating to forfeitures in 7 CFR 356.1 - 356.9.</p>			
2. Description of Property			
Common Name	Scientific Name	Number of Plants or Parts	
<p>3. Description of property other than plants <i>(Include any identifying numbers)</i></p> <div style="height: 40px;"></div>			
<p>4. This property was seized because</p> <div style="height: 40px;"></div> <p>This was in violation of</p>			
<p>5. A notice of Seizure and Proposed Forfeiture was posted in the Customs and Border Protection office at <i>(location)</i> _____ From <i>(date and time)</i> _____ To <i>(date and time)</i> _____</p>			
<p>6. Copies of the Notice were mailed or handed to the following persons <i>(Show alleged interest in seized property)</i></p> <div style="height: 100px;"></div>			
<p>7. In response to the above stated notice, no proper claim and bond were received within the 20 days specified in 7 CFR 356.4(c)(2). Therefore, all potential claimants are deemed to admit the truth of the allegations of the notice.</p>			
<p>8. <i>The above described property is hereby ordered condemned and is forfeited to the United States of America for disposition according to law.</i></p>			
9. Signature of CBP Officer			10. Date

1 Copy - Port, 2 Copies - OwnerCBP Form AI-627 (09/05)

FIGURE A-1-14: Example of CBP Form AI-627, Declaration of Forfeiture

Purpose

CBP Form AI-627 serves the following purposes:

- ◆ Creates a record of personal property seized at a port of entry under the Endangered Species Act of 1973, as amended, or under the Lacey Act amendments of 1981 or any other applicable rules or regulations
- ◆ Is used for seizures of CITES material (ie; cacti, orchids, etc)
- ◆ Is used for seizures of any other kind
- ◆ Reimburses the Treasury for work performed by Agriculture Specialists

Instructions

To complete this form, follow the instructions in [Table A-1-16 on page A-1-44](#).

TABLE A-1-16: Instructions for Completing CBP Form AI-627, Declaration of Forfeiture

Block	Instructions
1-2	Fill in time, place, and port of entry
3	Fill in if applicable
4	Enter the applicable CFR
5	Fill in (see 7 CFR 356.4)
6	Fill in name and address of persons
7-8	No information required
9-10	Fill in

CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection NOTIFICATION FOR PERISHABLE COOKED RUMINANT or COOKED SWINE MEAT FROM RESTRICTED COUNTRIES	
Fill out one notification form per container.	
Section A: DHS / CBP / AI	
Date Issued:	Port of Arrival:
Phone Number:	FAX Number:
1A. Port Shipment ID(s): Container, Bill, or Truck Entry Number	
2A. Country of Origin	
3A. Meat Certificate Number(s)	
4A. Species	(Check one) <input type="checkbox"/> Ruminant <input type="checkbox"/> Swine
5A. PJT for FMD required at Rapid Defrost Facility?	(Check one) <input type="checkbox"/> Yes (CBP/AI authorized hold) <input type="checkbox"/> No
6A. Container of Cooked meat requiring Pink Juice Test <u>must</u> be sealed	(Check one) <input type="checkbox"/> Foreign <input type="checkbox"/> CBP/AI
7A. Product to be transferred to the following FSIS I-House (identified by Importer/Broker): Name of I-House	
I-House Establishment Number	
NOTE: Only APHIS approved Rapid-Defrost Facilities are eligible to conduct the Pink Juice Test (PJT). Not all Food Safety Inspection Services (FSIS) I-Houses are Rapid-Defrost Facilities; refer to Foreign Origin Ruminant Meats and Meat Products Section in the Animal Product Manual. Products not from FMD affect countries are not required to go to a Rapid-Defrost Facility but must be forwarded to a FSIS I-House.	
8A. CBP Agriculture Specialist's Name (Printed):	Badge Number:
CBP / AI Office must retain a hard copy for 3 years	
Section B: USDA / FSIS / IID	
Fill out bottom portion <u>ONLY</u> for shipments requiring PJT or for shipments eligible for MIT testing and return entire page to DHS, CBP, AI above.	
NOTE: If Item 1B, 2B and/or 3B (if required) is NO, or pink juice is detected, immediately contact the DHS, CBP, AI office indicated above.	Today's Date:
1B. The shipment was received intact (as specified above):	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
2B. Is the meat boneless?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
3B. PJT performed?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
4B. If test was performed:	(Check one) <input type="checkbox"/> Pink Juice Detected <input type="checkbox"/> Pink Juice Not Detected
5B. Were samples selected for MIT testing?	(Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
6B. FSIS Disposition	(Check One) <input type="checkbox"/> Released <input type="checkbox"/> FSIS Hold <input type="checkbox"/> Referred back to CBP/AI
7B. FSIS Inspector:	Badge Number:

CBP Form AI-629 (06/06)

FIGURE A-1-15: Example of CBP Form AI-629, Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries

Purpose

CBP Form AI-629 is used to notify the United States Department of Agriculture, Food Safety and Inspection Service (USDA-FSIS) on a shipment of perishable cooked ruminant or cooked swine meat from restricted countries at a port of entry.

Instructions

Section A

DHS/CBP/AI fills out this part of the form.

TABLE A-1-17: Instructions for Completing CBP Form AI-629

Block	Instructions
Date Issued, Port of Arrival, Phone and Fax Numbers of the Port of Arrival	Print or type the entries
1A, 2A, 3A	Fill in
4A, 5A	Check one of the boxes
6A	Enter the seal number, then check one of the boxes
6	Enter the name and address of the shipper
7A	Enter the name of the importer/broker, name of the I-house and the establishment number
8A	Enter the Agriculture Specialist's name and badge number

After completion, e-mail the form to the appropriate FSIS-IID address as listed below:

1. Outlook: \\Public Folders\\All Public Folders\\OIA\\IID\\Detroit Region
2. Outlook: \\Public Folders\\All Public Folders\\OIA\\IID\\Los Angeles Region
3. Outlook: \\Public Folders\\All Public Folders\\OIA\\IID\\Miami Region
4. Outlook: \\Public Folders\\All Public Folders\\OIA\\IID\\Philadelphia Region

Section B

FSIS-IID fills out blocks 1B through 7B and returns the form to CBP-AI via facsimile or e-mail.



It is **mandatory** to use on-line communication as the transmittal medium.

Keep a hard copy of this form at the POE for 3 years.

PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE FOREIGN SITE CERTIFICATE OF INSPECTION AND/OR TREATMENT		1. CERTIFICATE NO. 111	2. COUNTRY OF ORIGIN Guatemala
		3. DATE LOADED June 10, 1997	4. FOREIGN PORT OF EXPORT Santo Tomas de Castilla
5. CARRIER IDENTIFICATION Sealand Lines "Ship X" Voy. #123		6. U. S. PORT OF ENTRY Port Everglade, FL	
7. SHIPPER (Name & Address) MANGOESAM 97 Calle 1234 Zona 17 Guatemala PH; 502-3-4567		8. CONSIGNEE (Name & Address - Include Zip Code) Mangoman 7575 NW. 99th Avenue Miami, FL 33333 PH: 305-999-9999	
9. COMMODITY	10. NO. CONTAINERS (Identify as box, sack, y. Bruce box, flat, card- board box, etc.)	11. CONTAINER IDENTIFICATION MARKS	
Mangifera indica (fresh mango fruit)	3,333 cardboard boxes	Container # SEAV 555 443 USDA Seal # APHIS 090909	
12. LOCATION OF INSPECTION AND/OR TREATMENT MANGOESAM, Villa Nueva, Guatemala		13. DATE June 10, 1997	
This certifies that the shipment described above has been inspected and/or treated in accordance with agricultural requirements for entry into the United States.			
14. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER <i>J. M. Ann Inspector</i>		15. DATE ISSUED June 11, 1997	
PPQ FORM 203 (AUG 78)			

FIGURE A-1-16: Example of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

Purpose




PPQ Form 203 verifies that PPQ has precleared the commodity it accompanies (either through inspection or treatment) at the foreign site.

Instructions

The Agriculture Specialist at Port of Entry (POE) examines this form when a precleared commodity arrives at your port.

The APHIS officer completes this form at the foreign site where the commodity is inspected or treated. The form may either be handwritten in ink or typed. Use [Table A-1-18](#) to decide what paperwork should be presented upon the arrival of a precleared commodity.

TABLE A-1-18: Determine Paperwork to Be Presented upon Arrival of a Precleared Commodity

If arriving from:	And by:	Then the exporter or the exporter's agent must provide the following paperwork:
Australia, Japan, Korea, or the Republic of South Africa		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity ◆ Copy of the master PPQ Form 203 or original Phytosanitary Certificate, specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203
Chile	Vessel	<ul style="list-style-type: none"> ◆ Original Chilean Phytosanitary Certificate ◆ E-mail notification of the cargo on board and its status from the IS Region II office to the POE <p>NOTE: No PPQ Form 203 will accompany the commodity</p>
	Air	<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity ◆ Original Chilean Phytosanitary Certificate
New Zealand		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity, or a copy of the master 203 ◆ Original New Zealand Ministry of Agriculture forms specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203, Final Balances-Balance Sheet for USA-Passed Product in Coolstore and Details of Loading Certificate
Other than a country listed in the three cells above		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity

Verify that any seals listed on the form are still intact. Also, confirm that the information and conditions described on the form agree with the cargo manifest, invoice, or other CBP entry documents. Contact QPAS at 301/734-8295 if **any** of the following occurs:

- ◆ PPQ Form 203 is missing

- ◆ Seals are broken
- ◆ Information on the PPQ Form 203 does **not** match the entry documents



Refer to your *Plant Import: Nonpropagative Volume of Manuals* for the commodity being shipped. The commodity may be undergoing in-transit cold treatment. If it is, you need to ensure that the commodity meets the time and temperature requirements.

Instructions for Issuing Officer

The APHIS Issuing Officer will complete PPQ Form 203, as follows:

1. Type the form or write in ink.
2. Number the certificate using the numbering system assigned by the Area Office with responsibility for the program.
3. If the commodity was treated, mark the form with the plant's approved stamp.
4. Fill in the remaining, self-explanatory information.

Distribution

Issuing Officer

The APHIS Issuing Officer will distribute PPQ Form 203 using [Table A-1-19](#) as a guide.

TABLE A-1-19: Distribution of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

If:	Then:
Original and first copy	GIVE to the exporter (the original must be presented at the first POE)
Copy	SEND to the Area Office, IS, with responsibility for the program
Copy	RETAIN by the certifying APHIS officer
Copy (through the office of cooperator) ¹	FAX a copy to the U.S. Port of Arrival
Copy	ATTACH to trip report

¹ This does **not** apply to all programs. Check the technical packet or with the IS Field Office in Charge.

Agriculture Specialist

The CBP Officer at the first POE will retain the original PPQ Form 203 and all accompanying documents.

PPQ Form 213, Airplane Inspection Record

AIRPLANE INSPECTION RECORD										AIRPORT		LOCATION		DATE		
USDA-APHIS										Houston Intercontinental		Houston, TX		04/20/02		
DATE	BLOCK TIME	PLANE	FROM	NUMBER		INSPECTIONS		SHOES C & D	SEIZURES		STORES		OPTIONAL USE		INSPECTOR	
				PAX	BAGG	TOTAL	POS		P	A	WGT	QTRS	P	A		WGT
1. 04/20	0020	Air Mexico Flight 219	Cancun/MX	86	258	15	2	0	1	1	1	0	2	0	0	Cargo Manifest N P checked
2.	0019	CO #173	Mexico City	119	271	8	3	0	1	2	4	0	1	0	0	5 lines-stores
3.	1059	PA 15	Mexico City	271	542	22	2	1	2	3	2	1	3	1	5	R JS N BS
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																
16.																
17.																
18.																
TOTALS				476	1071	45	7	1	4	6	17	1	6	1	5	
REMARKS																

FIGURE A-1-17: Example of PPQ Form 213, Airplane Inspection Record

Purpose

PPQ Form 213 is designed to be used to record information associated with air traffic. The form is a worksheet for local port use.

Instructions

Since PPQ Form 213 is a worksheet for port use, follow any modifications in completing the form that are required by local needs. You can find some of the information needed to complete this form on the Customs General Declaration. Information concerning referrals and seizures can be obtained from CBP Agriculture Specialists responsible for clearing the flight. Complete this form after the aircraft, passengers, and crew are cleared. See instructions in [Table A-1-20](#).

TABLE A-1-20: Instructions for Completing PPQ Form 213, Airplane Inspection Record

Block	Instructions
Airport	Fill in
Location	Fill in
Date	Fill in
Block Time	<ul style="list-style-type: none"> ◆ Enter arrival time ◆ Include time passenger inspection was completed (if required)
Plane	Fill in the country of registry, plane number, and flight number as needed
From	<ul style="list-style-type: none"> ◆ Fill in where the flight is coming from (last departure location) ◆ “From” may be changed to “To” for preflight inspections; include U.S. ports where partial clearance occurred
Number	NOTE: This section does not need to be completed if it is local practice to obtain periodic figures from Customs
Number	PAX—Enter the number of passengers on the flight BAGG—Enter the number of bags
Inspections	TOTALS—Enter the total number of passenger inspections conducted on the flight POS—Enter the total number of inspections that resulted in seizures of prohibited or restricted agricultural products
Shoes C&D	Enter the number of pairs of shoes cleaned and disinfected from the flight

TABLE A-1-20: Instructions for Completing PPQ Form 213, Airplane Inspection Record (continued)

Block	Instructions
Seizures	<p>P—Enter the total number of plant seizures (each kind of fruit or plant material seized counts as a separate plant seizure per inspection)</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant material seizures)</p> <p>A—Enter the total number of classes of animal seizures (each animal class counts as a separate animal seizure per inspection)</p> <p>WGT—Enter the total weight (in kilos) of the animal products seized</p> <p>Example 10 ham (swine) sandwiches @ 2 kilos (swine) and 4 hamburgers (ruminant) count @ 1 kilo count as 2 animal seizures at 3 kilos</p>
QTRS	<p>◆ Enter the number of animal and plant seizures made in quarters/cabin (each animal class counts as a separate animal seizure per seat and each kind of fruit or plant material seized counts as a separate seizure per seat)</p> <p>◆ Draw a line to divide the box in two when you have both plant and animal seizures to separate the entries</p> <p>Example 5 limes taken from 2 seats and 1 apple taken from 1 seat count as 3 seizures</p> <hr/> <p>2 ham (swine) sandwiches taken from 2 seats and 1 hamburger (ruminant) taken from 1 seat count as 3 seizures</p> <p>So you would enter 3 animal products and 1 plant material</p>
Stores	<p>P—Enter the total number of kinds of plant material seized in stores/galley</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant materials)</p> <p>A—Enter the total number of animal products seized in stores</p> <p>Example 10 ham sandwiches (swine) and 4 hamburgers (ruminant) count as 2 animal products seized (10 ham sandwiches + 4 hamburgers = 2 animal products)</p> <p>WGT—Enter the total weight (kilos) of the animal products seized</p>
Optional Use and Remarks	Fill in any appropriate remarks (e.g., hitchhiking pests found in baggage hold—treated using T409 and released)
Inspector	PL—Fill in the initials of the officer clearing the aircraft
Totals	Total columns
Remarks	Fill in if needed

Distribution

Since PPQ Form 213 is a local worksheet, there is no distribution outside the port.



The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS ststems/WADS.

PPQ Form 250, Aircraft Clearance or Safeguard Order

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE AIRCRAFT CLEARANCE OR SAFEGUARD ORDER		FORM APPROVED - OMB NO. 0579-0094		
		1. AIRCRAFT NO. N5879	2. TRIP/FLIGHT NO. V92	3. NAME OF CARRIER U.S. National Guard
		4. FOREIGN ORIGIN (When applicable) Spain		5. PLACE OF DEPARTURE (U.S.) McGuire AFB, NJ
		6. DESTINATION AIRPORT OR AIR BASE (U.S.) Edwards AFB		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND -				
7. <input type="checkbox"/> COMPLETELY CLEARED (Including all baggage, personal effects, stores, garbage, and cargo.)		8. <input checked="" type="checkbox"/> PARTIALLY CLEARED (Exceptions and safeguard conditions noted in Item 11 below.)		
9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER		10. DATE 2/10/02		
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		14. FINAL DISPOSITION ACTION		
1. Foreign garbage to be removed and properly disposed of on arrival at Edwards AFB		Garbage removed and incinerated		
2. Cargo subject to agriculture inspection after discharge		Cargo inspected and released		
		15. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	16. DATE 2/11/02	
		AFTER FINAL DISPOSITION ACTION RETURN TO:		
I agree to see that the conditions in Item 11 are carried out.		17. NAME AND ADDRESS OF ORIGINATING OFFICE USDA-APHIS-PPQ Box 1215 McGuire AFB, NJ 07039		
12. SIGNATURE OF AIRCRAFT COMMANDER <i>Jefferson J. Smith</i>	13. DATE 2/10/02			
PPQ FORM 250 (NOV 91) (Previous editions may be used.)		*U.S. Government Printing Office 2002-717-371		

FIGURE A-1-18: Example of PPQ Form 250, Aircraft Clearance or Safeguard Order

Purpose

PPQ Form 250 is used for flights from Hawaii, Puerto Rico, the U.S. Virgin Islands, or a foreign airbase or airport for foreign site preclearance.



For flights that are partially cleared, **not** regularly scheduled, and proceed beyond the first airport for clearance elsewhere in the United States, use **CBP Form AI-250, Aircraft Clearance or Safeguard Order** on page A-1-16.

Instructions

You need to complete an original of PPQ Form 250 when it is issued as a preclearance certificate to the aircraft commander or representative when departing from Hawaii, Puerto Rico, the U.S. Virgin Islands³; a foreign airbase in the case of certain military airlifts; and certain foreign commercial preclearance sites to indicate that agriculture preclearance has been completed. See [Table A-1-21](#) for instructions.

TABLE A-1-21: Instructions for Completing CBP Form AI-250, Aircraft Clearance or Safeguard Order, When Used as a Preclearance Certificate

Block	Instructions
1-6	Fill in
7	Check <i>Completely Cleared</i> block
8	Leave blank
9	Sign
10	Leave blank
11-16	Leave blank
17	Fill In

Distribution

Instruct the aircraft commander to deliver PPQ Form 250 to the airline operations office, Air Base Operations Office, CBP Agriculture Specialist or PPQ officer as appropriate.

³ CBP is not responsible for agriculture inspection of carriers moving interstate.

PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

DHS CBP Agriculture							
QUARTERLY INSPECTION CHECKLIST FOR HANDLING OF REGULATED GARBAGE - AIRPORT CATERER				DATE OF INSPECTION		Inspection this fiscal year <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th	
Each item, "X" one column only indicating yes, no, or not applicable. Inspector must explain "No" answer and list suggestions for correction in remarks. Cite item number.	Yes	No	No App.	Each item, "X" one column only indicating yes, no, or not applicable. Inspector must explain "No" answer and list suggestions for correction in remarks. Cite item number.	Yes	No	Not App.
1. During the previous quarter, was CBP Agriculture at the airport notified immediately when a malfunction occurred with the sterilizer or incinerator?				15. Dumpsters and compactors containing regulated garbage are clearly marked with letters a minimum of 4 inches high.			
2. Sterilization cycle is such that it will assure garbage is held at 212° F (100°C) internal temperature or higher for 30 minutes.				16. In house containers, e.g., trash barrels, clearly marked with letters at least 2 inches high.			
3. A thermocouple probe is available for determination of an adequate sterilizer temperature cycle				17. Compactor is activated after each load of garbage is emptied into it.			
4. Heating cycle verification is supervised by DHS CBP Agriculture 2 times/year				18. Procedures for handling regulated garbage are posted conspicuously in the work area.			
5. Recalibration of recording thermometer is done a minimum of twice per year				19. Regulated garbage awaiting sterilization is separated from domestic origin garbage.			
6. Recording charts for time and temperature are initialed and dated by the operator for each batch and signed by a supervisor.				20. Sterilized garbage is removed to a sanitary landfill.			
7. Recording charts are available to DHS CBP Agriculture inspector				21. Establishment's trucks normally meet arriving aircraft within 15 min following passenger departure.			
8. Recording charts are retained for 6 months by the establishment.				22. An APHIS-approved disinfectant is present at the catering establishment.			
9. The sterilizer and area around the sterilizer is clean and free of spillage.				23. The area around container/compactor holding regulated garbage for sterilization is cleaned and disinfected each time container is removed.	Poor	Good	Excellent
10. Sterilizer drain is cleaned between each batch (cycle).				For each Item, "X" one column only indicating Poor, Good, or Excellent.			
11. All regulated garbage is removed from the aircraft in covered, leak-proof containers.				MANAGEMENT			
12. Aircraft galley equipment identified as foreign origin prior to removal from aircraft, as applicable.				24. General attitude and cooperation			
13. Sterilization or incineration is done daily.				25. Knowledge of responsibility			
14. Outside holding of unprocessed, foreign aircraft galley equipment (trays, silverware, plates, etc) is in closed containers.				EMPLOYEES			
				26. General attitude and cooperation			
				27. Knowledge of responsibility			

REMARKS (If more space needed continue on reverse)

USDA APHIS PPQ is now DHS CBP Agriculture (Department of Homeland Security, Customs Border Protection Agriculture)

NAME OF PERSON AT CATERER PROVIDED COPY OF THIS CHECKLIST	SIGNATURE OF CBP Agriculture OFFICER
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PPQ Form 252-R (AUG 91)

(Previous editions are obsolete)

FIGURE A-1-19: Example of PPQ Form 252-R, Quarterly Inspection Checklist for Handling of Regulated Garbage—Airport Caterer

Purpose

Instructions

Distribution

PPQ Form 254, Disposition of Plants and Plant or Animal Products

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE DISPOSITION OF PLANTS AND PLANT OR ANIMAL PRODUCTS		1. CUSTOMS ENTRY NO. 15-0019-8657 2. TO: U.S. Customs Service 111 Corbin Street Elizabeth, NJ 07201	
3. THE MATERIAL DESCRIBED BELOW IS SUBJECT TO IMMEDIATE EXPORT, ABANDONMENT TO YOU FOR DESTRUCTION UNDER THE SUPERVISION OF A REPRESENTATIVE OF THIS AGENCY, OR OTHER DISPOSITION AS NOTED UNDER REMARKS, FOR THE FOLLOWING REASONS: 7 CFR 319.56			
4. MATERIAL 227 boxes of fresh mangoes			
5. MARKS AND NUMBERS "FRESH, SWEET MANGO" #1-227			
NAME		ADDRESS	
6. SHIPPER	AgriFresh Industries	9611 Kings Road Bridgetown, Barbados	
7. CONSIGNEE	ProImport-Export, Inc.	Bronx Terminal Mrt., Stall 56 Bronx, NY 10031	
8A. NAME OF CARRIER		8B. SAL	8. DATE ARRIVED
USA Flight #6718		213-8742-119	April 19, 2002
9. REMARKS Mangoes subject to either of the following actions: 1. Destruction by incineration or sterilization, OR 2. Immediate export Safeguard until destroyed or exported by keeping mangoes separate from other produce and requiring one of the above with 48 hours.			
11. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER		12. PPS OFFICE	13. DATE
<i>Robert Bailey</i>		Brooklyn, NY	April 19, 2002
14. METHOD OF DISPOSITION		15. SIGNATURE OF CUSTOMS INSPECTOR	
16. DATE			
17. DISTRIBUTION OF COPIES			
PPQ FORM 254 (APR 95) Replaces PPQ Form 254 (9/74) which may be used.			

FIGURE A-1-20: Example of PPQ Form 254, Disposition of Plants and Plant or Animal Products

Purpose

PPQ Form 254 is written documentation of the disposition ordered against plants and plant or animal products that are **not** eligible for entry. CBP requires this documentation to clear manifests, refund duty, or make entry liquidations. PPQ uses the form as evidence for processing violations. See also [PPQ Form 523, Emergency Action Notification on page A-1-93](#).

Instructions

Complete PPQ Form 254 when importations of plants and plant and animal products are **not** eligible for entry, or when the importer, given the opportunity, refuses to take the required, treatment action or meet the entry requirements. PPQ Form 254 is now only used when items are taken out of shipments identified as personal effects.

TABLE A-1-22: Instructions for Completing PPQ Form 254, Disposition of Plants and Plant or Animal Products

Block	Instructions
1	Enter the Customs entry number
2	<ul style="list-style-type: none"> ◆ Enter "US Customs Service" ◆ Enter the address of the Customs office for the port
3	<p>List the regulation(s) that prohibits the commodity and/or the entry requirement that cannot be met</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>EXAMPLE</p> <p>7CFR 319.28 prohibits the movement of oranges from Brazil into the United States.</p> <p>7CFR 319.75 requires brassware from Bombay, India, to be fumigated with methyl bromide as a condition of entry, and the importer, Taj Mahal Enterprises, refuses to have the brassware fumigated.</p> </div>
4	List the commodities
5-9	Fill in
10	<ul style="list-style-type: none"> ◆ Indicate the disposition options or requirements ◆ Include any safeguards required pending final disposition of the commodity
11-13	Fill in
14-16	Leave blank (Customs will complete when disposition has been completed)
17	List where each copy of the form was sent (see Distribution below)

Distribution

Distribute PPQ Form 254 as follows:

- ◆ Send the original to the importer
- ◆ Send two copies to the Customs office
- ◆ Keep one copy for Port files

PPQ Form 280, Web Based Database

This form is now web-based. The paper form is obsolete.

Purpose

The PPQ 280 is used to track the disposition of plants and plant products into and out of the United States. It is used to identify import problems with specific plant products and track trends that exist with respect to specific plant imports. PPQ 280 data are probably used more than any other data collected. Listed below are examples of how the PPQ 280 data are used and who uses the data.

- ◆ When a quarantine pest is found on an enterable item, the Pest Risk Analysis unit needs to know where and how much of that commodity came in.
- ◆ PPQ 280 data support the Border Cargo Release and the National Cargo Release programs. These data are critical for risk analysis.
- ◆ PPQ 280 data support the Cargo AQIM program. Target fruits and vegetables are selected using PPQ 280 data.
- ◆ PPQ 280 data are provided to support the North American Free Trade Agreement (NAFTA) requirements.
- ◆ When a regulation is proposed that affects Quarantine 56, an economic risk analysis is needed. That information comes from the PPQ 280 data.
- ◆ State, local authorities, universities, and APHIS contractors doing risk analysis use PPQ 280 data.
- ◆ Other country authorities may request import information. This information may come from the PPQ 280 reports.
- ◆ Congressional inquiries may require that PPQ report on the import of commodities.
- ◆ Legal entities and the general public file requests through the Freedom of Information Act (FOIA) requesting import information from the PPQ 280 database.
- ◆ Program Policy and Development staff uses PPQ 280 data to support program initiatives.
- ◆ Since the Harmonized Tariff System (HTS) codes lump commodities, PPQ 280 data provide the only source of import data for a selected number of commodities.
- ◆ Other government agencies such as the Foreign Agriculture Service or the Economic Research Service request PQ 280 data.
- ◆ PPQ 280 data are provided to the Deputy Administrator as requested.

Refer to [Table A-1-23](#) to determine which commodities to report and which not to report on PPQ 280.

TABLE A-1-23: Reporting Requirements for PPQ 280

Commodities to Report	Do Not Report
◆ Fresh fruits & frozen fruits and vegetables	◆ Dried fruits, vegetable, and herbs used for consumption
◆ Fresh cut flowers	◆ Flower or vegetable seeds used for consumption
◆ Propagative plant materials	◆ Processed wood products such as Plywood and veneer except for CITES
◆ Prohibited plant products	◆ Preserved or processed fruits or vegetables (i.e. jars of fruit salad)
◆ Cotton/Cotton Products	◆ Fruit juices or purees
◆ Lumber, Logs, Wood Chips, and CITES Plywood, Veneers, and products made from CITES woods	◆ Animal products
◆ CITES plants and plant products	

The PPQ 280 does not include reports of soil, machinery, dunnage, bagging or other non-plant related products that may be contaminated with soil and/or infested with pests. These reports are taken from other databases such as the EAN (Emergency Action Notification) and PIN 309 databases.

Instructions

- Commodity types that can be selected:
 - Fresh fruits and vegetables - FV
 - Fresh cut flowers - CF
 - Propagative material - PM
 - Cotton/Cotton Products - CT
 - Logs/firewood - LO
 - Lumber - LU
 - Wood chips - WC
- For fruit and vegetables use the BOLD term found in the Fruit and Vegetable Glossary or Vegetable Guide. Do not use the broad terms such *Brassica*, but break down to the individual fruit or vegetable such as broccoli. The System Administrator must be contacted to add names to the pick list.
- Report cut flowers (except bouquets) using genus names.
- Report propagative materials by scientific names and genus.

- 5.** Report propagative material types as follows:
 - A.** Bonsai
 - B.** Bulbs, Corms, Rhizomes
 - C.** Nonpermit Seed
 - D.** Other Propagative Material – Permit Required
 - E.** Permit Seed
- 6.** Record lumber and logs using the genus names. If the product is a CITES lumber or log, select the genus and species name.
- 7.** Listed under lumbers, you will report CITES plywood, veneer, and other manufactured products such as, *Gonystylus* sp., plywood, *Gonystylus* sp., veneer, and *Gonystylus* sp., other manufactured.
- 8.** We no longer use the MC code to report miscellaneous products.

Units of Measure

1. Report FV in kilograms.
2. Report CF in stems. Convert cartons to stems.
3. Report PM in kilograms and plant units.
4. Report CT in kilograms and metric tons.
5. Report LU in cubic meters. Report LU-CITES plywood and veneers in square meters. Report other manufactured, such as dowels, moldings, music instruments, etc., in kilograms.
6. Report LO in cubic meters.
7. Report WC in cubic meters.

Use only whole numbers, rounding up or down. **Do not use commas.** Report PM in decimals for small amounts, such as .001 kilograms.

Condition of Product

1. Fresh
2. Frozen

Number of shipments

This refers to how many times a given commodity was presented for entry. Each commodity in a mixed shipment of produce would be counted individually. Do not confuse the unit of inspection (i.e. bill of lading, airway bill, entry, or truck manifest entry) with the “# of shipments/entries”. For example, a truck manifest may have seven commodities on it. This would be one regulated inspection with a total of seven shipments, one for each commodity.

Remarks

This field is for applicable information about the record being created.

When the **Disposition** indicates a **Contaminated**, then enter the identity of the contaminant, i.e. “Wheat Seed” or “Soil”.

309#

Enter the PPQ 309 number whenever actionable pests are found.
Use these **Dispositions**: DEAP, FUAP, OTAP, RXAP.

Exported to

Name the country to which the product is sent when the Disposition is “TEOC” or “IEND”.

Enter the reports in real time to the database through the web based system. Enter each month by the 4th of the next month. The Port Director should close the month. Data can be corrected by editing the data. To correct data for months that have been closed, the PD must open and then close the months again.

Negative Monthly Reports

Ports having a negative report for the month should report negative and close the month.

Disposition

The action taken on the product when presented for entry into or through the United States. Use the following codes in [Table A-1-24](#):

TABLE A-1-24: Codes for Recording Disposition of Products

Code	Definition
CCNA	Cargo Clearance; No further Action taken.
CTPT	Sent to Cold Treatment facility in U.S.; Precautionary Treatment to meet entry requirements.
DPRP	Entered with a Departmental Permit; Restricted Product.
DEAP	Destroyed; Actionable Pest found on/with product ¹ .
DECC	Destroyed; Container Contaminated with non-enterable products such as citrus leaves, soil, blood, or noxious weed seeds.
DEPD	Destroyed; Phyto Discrepancy (including lack of phyto). A discrepancy may be defined as wrong phyto, lack of an AD, wrong quantity, weight, or commodity.
DEPC	Destroyed; Product Contaminated with another non-enterable product such as citrus leaves, soil, or noxious weed seeds.
DEPP	Destroyed; Product Prohibited.
ESRC	Endangered Species. Sent to Rescue Center.
ENPE	Entered under Post Entry requirements.
FUAP	Fumigated; Actionable Pest was found associated with the product ¹ .
FUCC	Fumigated; Container Contamination.
FUPT	Fumigated as a Precautionary Treatment to meet entry requirements.
FUPC	Fumigated; Container Contamination.
ITNE	IT Avocados entering into the U.S. for destination to 31 Northern States.
IEND	Immediate (DIRECT) Export, No Diversion allowed.
IRBC	Inspected and Released under the Border Cargo Release Program.
IRMR	Inspected and Released; Meets U.S. entry Requirements
IRPD	Inspected and Released; Phyto Discrepancy has been Reconciled to meet U.S. entry requirements. A superseded phyto or new phyto was issued for the commodity.
OTAP	Other Action Taken on product because of Actionable Pest so that product meets U.S. entry requirements ¹ .
OTCC	Other Action Taken on product because of Carrier Contamination. Product transferred and allowed to enter. Carrier refused entry.
OTPD	Other Action Taken on product because of Phyto Discrepancy.
OTPC	Other Action Taken on product because of Product Contamination so that product meets U.S. entry requirements.
PPRP	Plant Pest Permit Regulated Product.
PCIR	Precleared in another country. Inspected and Released to monitor preclearance program.
RXPD	Re-exported due to Phyto Discrepancy.
REBC	Released under BCR program.
RXAP	Re-exported to country of origin because Actionable Pest was found ¹ .
RXCC	Re-exported to country of origin because of Carrier Contamination.
RXPC	Re-exported to country of origin because of Product Contamination with non-enterable products such as blood, citrus leaves, manure, etc.
RXPP	Re-Exported to country of origin because Product is Prohibited entry into the U.S.
TEOC	Transits from one U.S. port to another U.S. port then Exported to Other Country.

¹ 309# is required.

Canadian Origin Plant Material

The following plant material (PM) is listed as requiring a Canadian Permit or Postentry Permit in addition to a Phytosanitary Certificate (PC). CBP should enter these articles in the PPQ 280 report except for articles that are referred on to a Plant Inspection Station. The Plant Inspection Station would record these items in the PPQ 280 report.

- ◆ *Abelmoschus* spp. & *Hibiscus* spp. (seeds only) – in addition to the permit, a treatment is required.
- ◆ *Allium sativum* (bulbs only).
- ◆ *Berberis* spp., *Mahoberberis* sp. & *Mahonia* spp. – Postentry permit material must also go to the closest PIS. If destined to IL, IN, IA, KS, MN, MO, MT, NE, ND, OH, SD, WV, WI and WY the plants are prohibited. Seeds of all three genera are prohibited.
- ◆ Plants in the family Bromeliaceae destined to HI are Postentry and must go to the closest Plant Inspection Station.
- ◆ *Castanea* sp. – (PM) prohibited entry into the U.S. from all countries including Canada.
- ◆ *Castanopsis* sp. – requires a Canadian Permit when destined to CA & OR.
- ◆ *Chaenomeles* sp., *Cydonia* sp., *Malus* sp. *Prunus* sp., & *Pyrus* sp.
- ◆ *Corylus* sp. – requires a Canadian Permit only when from provinces east of Manitoba and is destined to OR & WA.
- ◆ *Humulus* spp. – Postentry permit material and must go to the closest Plant Inspection Station.
- ◆ *Pinus* spp. (all pines) when destined to CA, ID, MT, OR & UT and 5 needle pines when destined to WI.
- ◆ *Planera aquatica*, *Ulmus* spp. & *Zelkova* spp.- when destined to CA, NV & OR.
- ◆ *Prunus* spp. (seeds) – when destined to CO, MI, NY, WA & WV
- ◆ *Ribes* spp. – when destined to MA, NY, WV & WI
- ◆ *Rubus* spp. – Postentry permit material unless the appropriate additional declaration is on the PC.
- ◆ *Vitis* spp. – when destined to CA, NY, OH, OR & WA.
- ◆ *Zea mays* (seed).

Refer to [Table A-1-25](#) summarizing the average number of stems or bunches that AMS uses to convert box counts.

TABLE A-1-25: Stems or Bunches of Flowers to Convert to Box Counts

Flower	Stems/Bunches Per Box
<i>Alstroemeria</i>	300 Stems
<i>Aster</i>	400 Stems
Bouquets	30 Bunches
<i>Calla</i>	300 Stems
Carnations	600 Stems
Carnations Mini	50 Bunches
Chrysanthemums	300 Stems
Pompons	50 Stems
<i>Delphinium</i>	300 Stems
Daisies	280 Stems
<i>Freesia</i>	300 Stems
<i>Gerbera</i>	250 Stems
<i>Gladiolus</i>	300 Stems
<i>Gypsophila</i>	40 Bunches
<i>Iris</i>	500 Stems
<i>Liatris</i>	500 Stems
Lilies	200 Stems
<i>Lisianthus</i>	400 Stems
Roses	300 Stems
Statice (<i>Limonium</i>)	35 Bunches
Tulip	300 Stems
Others	300 Stems



Orchid – Cymbidium is counted by BLOOMS. All Orchids – Other are counted as stems.

PPQ Form 287, Mail Interception Notice

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		1. PORT OF ENTRY JFKIA				
MAIL INTERCEPTION NOTICE		2. DATE 07/26/02	3. REFERENCE			
The material described below was found to be moving in the mail in violation of the agriculture quarantine regulations pertaining to the entry and movement of plants, plant products, animal products, soil, and plant pests. These violations may result in criminal or civil penalties. Disposition was taken under authority of laws administered by the U.S. Postal Service, U.S. Customs Service, and U.S. Department of Agriculture. All inquiries concerning condition, delays, shortages, or breakage should be addressed to the postmaster at the above port (Item 1). Information concerning the quarantine referred to in Item 12 may be secured on application to U.S. Department of Agriculture, APHIS, P.Q., 4700 River Road, Unit 60, Riverdale, Maryland 20737.						
4. TO (Addressee) A. Kathryn Nicomette 104 East Mason St. Newburyport, MA		5. FROM (Addressor) Pascal Nicomette Lamipeau Aka Aka Bp 84 Mata Utu, Wallis				
6. INTERCEPTED MATERIAL Roast pork, mangoes, papaya						
7. POSTMARK Wallis Futuna Islands		8. DATE 07/11/02	9. MAIL REGISTRY NO. None			
10. BREAKAGE None	11. RECONDITIONING REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	12. QUARANTINE OR REGULATION IN VIOLATION 9CFR 94; 7CFR 3A.56				
13. DISPOSITION <input checked="" type="checkbox"/> Prohibited material removed and destroyed. <input type="checkbox"/> Container and contents destroyed. <input type="checkbox"/> Package returned to origin.						
14. REASON FOR DISPOSITION 1. <input type="checkbox"/> Addressee, after due notice, failed to apply for permit required by law. 2. <input checked="" type="checkbox"/> Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States. For follow-up cases fill out the below: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> <td style="width: 33%; vertical-align: top;"> c. Country of origin per label unlabeled d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar </td> <td style="width: 33%; vertical-align: top;"> e. Other animal products: None f. Reason considered not to be shelf stable (Specify below in Remarks) </td> </tr> </table> 3. <input type="checkbox"/> Material infested or infected and treatment not feasible. Insect pests and plant diseases in fruits, vegetables, or other plant material could become established and threaten U.S. agriculture. 4. <input checked="" type="checkbox"/> Material not authorized entry. 5. <input type="checkbox"/> Material in or contaminated with soil. Soil can carry many plant pests and diseases. 6. <input type="checkbox"/> Other (Specify below in Remarks)				a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Country of origin per label unlabeled d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar	e. Other animal products: None f. Reason considered not to be shelf stable (Specify below in Remarks)
a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Country of origin per label unlabeled d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar	e. Other animal products: None f. Reason considered not to be shelf stable (Specify below in Remarks)				
15. REMARKS (Include any pertinent information, i.e. condition of material, condition of cans which indicates not shelf stable, etc.) Pork appeared to be home prepared - roasted and put in a jar						
16. OFFICER (Signature) 						

FIGURE A-1-21: Example of PPQ Form 287, Mail Interception Notice

Purpose

PPQ Form 287, Mail Interception Notice, is completed for the following reasons:

- ◆ Notify the individual (addressee) receiving the mail package that unauthorized animal products, animal by-products, plants, plant products, plant pests, or soil were removed
- ◆ Inform the sender (addressor) of the reason for removing the animal products, animal by-products, plants, plant products, plant pests, or soil
- ◆ Record the regulatory action CBPtakes when intercepting mail
- ◆ Provide information for preparing monthly and quarterly reports
- ◆ Order any action to be taken on articles in small, noncommercial packages shipped by express carriers (i.e. UPS, DHL, FedEx)

Instructions

Complete PPQ Form 287 using the instructions in [Table A-1-26](#).

TABLE A-1-26: Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
1	Enter your port of entry
2	Enter the date
3	Leave blank
4	Enter the complete name and address of the individual who is receiving the package (addressee)
5	Enter the complete name and address of the individual who sent the package (addressor)
6	Describe in detail the animal product, animal by-product, plant, plant product, plant pest or soil you have removed, destroyed, or returned (the intercepted material)
7	Enter the location where the package was postmarked
8	Enter the date of the postmark
9	Enter the mail registry number recorded on the package, if any
10	<ul style="list-style-type: none"> ◆ If contents were broken, leaked, or skilled, then list ◆ If there was no breakage, enter "NONE"
11	<ul style="list-style-type: none"> ◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check "Yes" ◆ If reconditioning of the package was not required, check "No"
12	<ul style="list-style-type: none"> ◆ Enter the regulation that governs the unauthorized animal product, animal by-product, plant, plant product, plant pest, or soil ◆ If you do not know the regulation, then refer to

TABLE A-1-26: Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
13	<ul style="list-style-type: none"> ◆ Check the block that states what regulatory action you took—removed, destroyed, or returned ◆ Do not seek advice from the individual receiving the package as to whether the animal product, animal by-product, plant, plant product, or plant pest should be destroyed or returned to origin
14	<ul style="list-style-type: none"> ◆ Check the block that states the reason why you took regulatory action ◆ If the reason is not specifically listed, then check the “Other” block and list the reason
15	<ul style="list-style-type: none"> ◆ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why <p>Example Pork appeared to be home prepared—roasted and put in a jar.</p> <ul style="list-style-type: none"> ◆ If the package is being returned to the sender, list in this block “The package was returned by surface mail.” The Postal Service will not return packages by air
16	Sign your name
Reverse side of PPQ 287	<ul style="list-style-type: none"> ◆ When some items are removed from a package, it is good policy to list the remaining contents and their condition on the reverse side of this form ◆ Note who handled the repackaging and wrapping of the package before the package was returned to the mail is advisable (this information will be useful to answer any complaints of missing items or breakage)

TABLE A-1-27: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests

If the product is:	And it is:	Then the regulation is:
Animal product or animal by-product	Semen or embryos	9CFR Part 98
	Edible products such as: <ul style="list-style-type: none"> ◆ Meat and meat products ◆ Milk and milk products ◆ Eggs 	9CFR Part 94
	Inedible by-products such as: <ul style="list-style-type: none"> ◆ Bones ◆ Hay or straw ◆ Hides ◆ Skins 	9CFR Part 95
	Casings	9CFR Part 96
	Biological products such as viruses, serum, toxins that are intended for use in treating animals	9CFR Part 104
	Organisms and vectors	9CFR Part 122

TABLE A-1-27: Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests (continued)

If the product is:	And it is:	Then the regulation is:
Plant or plant products	Citrus canker and other citrus diseases	7CFR Part 319.19
	Citrus fruit (and peel)	7CFR Part 319.28
	Coffee (beans into Puerto Rico and Hawaii)	7CFR Part 319.73
	Corn diseases	7CFR Part 319.24
	Cotton, cottonseed, etc. (Hawaii, Puerto Rico, and Virgin Islands)	7CFR Part 318.47
	Cut flowers	7CFR Part 319.74
	Exotic bee diseases and parasites	7CFR Part 319.76
	Foreign cotton and covers	7CFR Part 319.8
	Fruits & vegetables (Puerto Rico and Virgin Islands)	7CFR Part 318.58
	Hawaiian fruits and vegetables	7CFR Part 318.13
	Honeybees and honeybee semen	7CFR Part 322
	Indian corn or maize, broomcorn, and related plants	7CFR Part 319.41
	Kaphra beetle	7CFR Part 319.75
	Logs, lumber, and other unmanufactured wood articles	7CFR Part 319.40
	Nursery stock, plants, roots, bulbs, seeds, and other plant products	7CFR Part 319.37
	Packing materials	7CFR Part 319.69
	Plants and plant products in mail	7CFR Part 351
	Rice (grain, straw, hulls, plants)	7CFR Part 319.55
	Sugarcane	7CFR Part 319.15
	Sugarcane (Hawaii, Puerto Rico)	7CFR Part 301.87
	Sweet potatoes (Hawaii, Puerto Rico, and Virgin Islands)	7CFR Part 318.30
	Wheat diseases (grain, straw, plants)	7CFR Part 319.59
Other Regulations	Endangered Species Convention	50CFR Part 23
	Safeguard Regulations	7CFR Part 352
	Soil	7CFR Part 330.300
	Plant Pests	7CFR Part 330.200

Distribution

Distribute PPQ Form 287 as follows:

1. Use [Table A-1-28](#) to determine where to send the original PPQ Form 287.

TABLE A-1-28: Distribution of PPQ Form 287, Mail Interception Notice

If the package is:	And the contents are:	Then the original copy of PPQ Form 287 is:
Released to the addressee	—————→	Enclosed in the package
Destroyed or returned to sender	Prohibited or restricted	Mailed to the addressee
	Unrestricted	Sent to the postal official

2. Distribute the copies of PPQ Form 287 as follows:
 - ❖ If the package is returned to the sender, enclose a copy inside the package
 - ❖ If necessary, give a copy to the Postal supervisor
 - ❖ Place a copy in the port file and maintain for an official record



The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE REMEDIAL MEASURES BILLING <i>(Statement of Services)</i>		1. ORIGINATING OFFICE AND TELEPHONE NO.	2. LOCATION CODE <i>(4 Digits)</i>
5. OWNER/AGENT NAME		3. SERVICE DATE	4. IRS TAX ID NO./SS NO.
6. OWNER/AGENT ADDRESS		7. OWNER/AGENT TELEPHONE NO.	

NOTE: Partial units must be in quarter increments (e.g., 15 minutes = 1; 30 minutes = 2; 45 minutes = 3)

8. REIMBURSABLE TIME <i>(2 hour minimum)</i>	9. UNIT COST		10. NUMBER OF UNITS		11. TOTAL DOLLARS
	FOR HOURS	FOR QUARTERS	FOR HOURS	FOR QUARTERS	
Normal Tour of Duty	\$56.00	\$14.00			
Outside Normal Tour of Duty					
Sunday/Holiday	\$74.00	\$18.50			
Other than Sunday/Holiday	\$65.00	\$16.25			
Commuted Travel Time <i>(If applicable under 7 CFR § 354.2)</i>	\$65.00	\$16.25			
					12. TOTAL REIMBURSABLE CHARGE
					\$ _____

13. ADDITIONAL COSTS <i>(See Attached Invoice(s))</i> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> Destruction \$ _____</div> <div><input type="checkbox"/> Treatment \$ _____</div> <div><input type="checkbox"/> Handling \$ _____</div> <div><input type="checkbox"/> Transit \$ _____</div> <div><input type="checkbox"/> Other \$ _____</div> </div>	14. TOTAL ADDITIONAL COSTS \$ _____
---	--

15. IDENTIFICATION OF CARGO <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Carrier _____ Entry No. _____</div> <div>Airway Bill/ Bill of Lading No. _____</div> <div>Broker Reference No. <i>(If Applicable)</i> _____</div> </div>	16. TOTAL AMOUNT DUE \$ _____
--	----------------------------------

17. REMARKS

CERTIFICATION: I CERTIFY THAT SERVICES RECORDED ABOVE WERE PERFORMED.

18. PLANT PROTECTION AND QUARANTINE OFFICER'S SIGNATURE

19. SIGNATURE DATE

PPQ FORM 301-R
APR 2001

FIGURE A-1-22: Example of PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

Purpose

PPQ Form 301-R, Remedial Measures Billing (Statement of Services), is used to record costs incurred when CBP arranges and takes remedial action for articles (import cargo) after the importer or agent fails to comply with prescribed remedial measures.

Instructions

TABLE A-1-29: Instructions for Completing PPQ Form 301-R

Block	Instructions
1	Enter the issuing office's city, state, and telephone number (including area code)
2	Enter the fourth through seventh digits of your local accounting code
3	Enter the date the service is provided. If the service extends over two or more days, enter the beginning date
4	Enter the IRS-assigned taxpayer identification number (TIN) or the individual's Social Security number; all Federal Agencies are required to obtain a TIN from each person doing business with the Agency
5	Enter the company or agent's name
6	Enter the company or agent's complete mailing address
7	Enter the company or agent's telephone number (including area code)
8	Enter a two-hour minimum time, regardless of when the service is provided; the two-hour minimum includes the Officer's time, time spent making all necessary arrangements, and time spent completing paperwork
9	<i>Current hourly and quarter cost for services are already listed on the form</i>
10	Enter the number of units next to the service provided EXAMPLE If service is provided outside the normal tour of duty on a Sunday, and takes 2-3/4 hours, then enter a 2 in the Hours column and enter a 3 in the Quarters column. Complete the Commuted Travel Time column following 7CFR 354.2.
11	1. Multiply the cost per unit by the number of units 2. Enter the total amount for that particular line
12	1. Add all the dollar amounts in <i>Block 11</i> 2. Enter the total dollar amount
13	1. Check the appropriate boxes 2. Enter the actual costs for each service 3. Attach supporting documentation (invoices, etc.) to the PPQ Form 301-R to substantiate the claim
14	1. Add all the amounts in <i>Block 13, Additional Costs</i> 2. Enter the total dollar amount
15	Enter applicable information to identify the specific cargo abandoned or seized
16	1. Add the amounts in <i>Block 12</i> and <i>Block 14</i> 2. Enter the total dollar amount
17	List any additional comments
18	CBP Officer performing the service signs this block
19	Enter the date the CBP Officer signed <i>Block 18</i>

Distribution

After the form is complete, distribute PPQ Form 301-R as follows:

- ◆ Forward the billing worksheet, and copies of all associated bills, invoices, EAN, VISA, check payments, statements, etc., to the Minneapolis Financial Services Branch (MFSB) :

USDA-APHIS- FMD-MFSB, Attn: Billings and Collection Team
100 N. Sixth Street, 5th Floor
Minneapolis, MN 55403

The MBS will collect the money and reimburse the funds to the national accounting code. The MBS contact is Billings and Collection Team at 612/336-3293.)

- ◆ Keep a copy for the port file

PPQ Form 309A, Interception Record

PORT & NO. Baltimore 021301		United States Department of Agriculture Animal and Plant Health Inspection Service Plant Protection and Quarantine		Yes <input type="checkbox"/> URGENT <input checked="" type="checkbox"/> (No)	
INTERCEPTION DATE 041702		INTERCEPTION RECORD		FWD TO: SEL PPQ OTHER	
INSPECTOR J. Jones		ORIGIN TAIWAN		Action <input type="checkbox"/>	
INSPECTED HOST (imported commodity) Litchi chinensis (leaf)		BIOLOGICAL OR PEST HOST		Reportable <input type="checkbox"/>	
DESTINATION F L		PORT ACTIVITY TYPE 1 A/P 2 M/P 3 L/B 4 I/S 5 F/S		Non Report <input type="checkbox"/>	
IMPORTED AS 01 Fruit 02 Leaf 03 Stem 04 Root 05 Seed 06 Soil		HOST 1 IN 2 ON 3 WITH		WHERE INTERCEPTED 1 Bag. 2 Mail 3 Gen. C 4 P. Car. 5 Misc. 6 Stores 7 Quart. 8 Holds	
NAME OF CARRIER		SIZE OF SHIPMENT 12 stems		MATERIAL FOR 1 Cons 2 Prop. 3 Non E.	
PEST Disease Botany Other Acarina		NO. ALIVE		IMMATURE PUPAE ADULTS EGGS CYSTS	
PEST NAME Eriophyes litchii (Keifer)		Determined By: J. L. Jones		REMARKS Prompt Pest intercepted from leaf galls	
PPQ Form 309A (JAN 97)					

FIGURE A-1-23: Example of PPQ Form 309A, Interception Record

Purpose

PPQ Form 309A is a worksheet that provides information pertaining to organisms intercepted from materials of foreign origin. Information on this form is used to determine the quarantine status of the intercepted organism and may be entered into the Port Information Network (PIN) database to create an official record of the interception.

Instructions

Cargo Instructions

Submit interceptions on the basis of a shipment. The term shipment usually refers to commodities from a single exporter entering under a single Customs entry number. Shipments may be one or more plants, plant parts, plant products, or other articles arriving individually or as parts of a group, usually received at one time from a single exporter (even though the material may have been assembled from several sources). Material under separate APHIS permits may be included in a single shipment, and several shipments may arrive under one Customs entry. Remember the key words “from a single exporter entering under a single Customs entry number.”

Complete a separate PPQ Form 309A for interceptions made on each shipment. If a shipment is covered by multiple permits, you may prepare separate forms for interceptions made from items under different permits within the shipment.

Prepare a separate PPQ Form 309A for each origin when infested materials in the same shipment are from different origins.

Complete a separate PPQ Form 309A for each infested host in a shipment, including each host family (if only family is known), genus (if only genus is known), or species. Submit specimens with the accompanying form for identification.

Never submit multiple forms for what is obviously the same pest species in the same shipment.

Other Interceptions

Submit from sources **other than** cargo (i.e. baggage, interception, stores, quarters, holds, ship’s deck, etc.) if differences occur in any of the following:

- ◆ Pest
- ◆ Host
- ◆ Origin
- ◆ Carrier

EXAMPLE

Anastrepha sp. fruit fly larvae are found in a mombin and in a mango in passenger baggage off the same airline flight from Jamaica. Because two different hosts are involved, submit two interceptions of *Anastrepha* sp.

TABLE A-1-30:

Block	Instructions
PORT & NO.	<ul style="list-style-type: none"> ◆ Fill in the port name ◆ When the interception is made at a remote port and must be forwarded to a data entry location (i.e. ports having Area Identifiers), enter a unique, six-digit port number on the 309A ◆ When the interception is made at a data entry location, a port number will be assigned when the interception is determined as reportable or must be forwarded by the Area Identifier ◆ If submitting multiple interceptions that were associated with one shipment, submit each interception on a separate PPQ Form 309A and make cross reference notes in the <i>Remarks</i> block.
URGENT	<p>Indicate whether the interception requires urgent identification, i.e. if cargo is being held pending identification of the intercepted pest</p> <ul style="list-style-type: none"> ◆ Check “Yes” if URGENT ◆ Check “No” if Routine or Prompt <p>For clarification of what is an URGENT, Prompt, or Routine interception, see Classifying and Routing Interceptions for Identification on page 7-1-9</p>
INTERCEPTION DATE	<ul style="list-style-type: none"> ◆ Enter the date (using a six-digit numerical format) the material was seized, or cargo or carrier was inspected ◆ Use a six-digit numerical format with the month first, the day second, and the year last, e.g. August 5, 2001 is entered as 080501
FWD TO: SEL, PPQ, OTHER	Leave blank
INSPECTOR	Fill in your first name, middle initial, and last name
ORIGIN	<ul style="list-style-type: none"> ◆ Spell out the country of origin for the shipment (never abbreviate) ◆ If the origin is unknown, write “Unknown” ◆ If the origin is uncertain, then write the country or area name followed by a question mark, e.g. “Netherlands?” or “Asia? (country?)”
Action	<ul style="list-style-type: none"> ◆ LEAVE block blank if no action was taken or the action status is unknown ◆ PPQ identification personnel check this block when making a final identification of an actionable organism to inform the submitting officer
Reportable Non-report	<ul style="list-style-type: none"> ◆ PPQ Identification personnel check one or none of these two blocks when making a final identification to inform the officer whether the interception is reportable ◆ Leave the block blank if the quarantine status is unknown

TABLE A-1-30:

Block	Instructions
INSPECTED HOST	<ul style="list-style-type: none"> ◆ Complete the <i>Inspected Host</i> space in all instances ◆ Fill in a description of the imported commodity you inspected ◆ If plant material, fill in the scientific name of the host and follow the host name with the plant part affected in parenthesis, e.g. "<i>Citrus sinensis</i> (fruit)." (Plant part qualifiers acceptable to PIN are bulb, dried fruit, flower, fruit, leaf, plant, root, seed, and stem) ◆ If the plant part affected is dead or decaying, record this in the <i>Remarks</i> block. For miscellaneous items, fill in an accurate, but general description, e.g. auto parts, guar gum, machinery ◆ When a pest is collected at large without plant association, use appropriate wording to designate where the pest was found, e.g. aircraft, railway car, container, etc. ◆ When the pest is intercepted from material associated with or contaminating the imported commodity, record this additional host information in the <i>Biological</i> or <i>Pest Host</i> block (see the following instructions and examples)
BIOLOGICAL OR PEST HOST	<ul style="list-style-type: none"> ◆ Use this block to record additional host information when material contaminating or associated with the imported commodity (Inspected Host) is the actual host of the intercepted pest ◆ Always leave this block blank when the "Inspected Host" is the actual pest host <div> <p>EXAMPLE</p> <ul style="list-style-type: none"> ◆ Medfly found in a shipment of oranges. Insp. Host = <i>Citrus sinensis</i> (fruit), Biol. Host - leave blank ◆ Khapra beetle found on jute bagging in a shipment of parts. Because the imported commodity was parts and the bagging (containing the parts) is the more probable source of KB, Insp. Host = parts, Biol. Host = bagging or jute bagging ◆ Plant pathogen found on straw used as packing in a shipment of oriental vases. Insp. Host = vases, Biol. Host = straw ◆ Bark beetles from crates of printing machines. Insp. Host = machinery, Biol. Host = crating ◆ Bruchid beetle larva found boring in a leguminous weed seed collected from a shipment of thyme. Insp. Host = <i>Thymus vulgaris</i> (leaf), Biol. Host = <i>Fabaceae</i> sp. (seed) </div>
DESTINATION	<ul style="list-style-type: none"> ◆ Fill in the two-letter postal abbreviation for the State (see Appendix H) ◆ If the interception is made from nonentry items (stores, quarters, etc.), then do not enter a destination

TABLE A-1-30:

Block	Instructions
PORT ACTIVITY TYPE	<p>Check the appropriate block to indicate the type of activity that generated the interception, as follows:</p> <ul style="list-style-type: none"> ◆ A/P for airport ◆ M/P for maritime ◆ L/B for land border ◆ I/S for inspection station ◆ F/S for foreign site
HOST	<ul style="list-style-type: none"> ◆ Check the appropriate <i>Block</i>—1, 2, or 3 ◆ Check “WITH” for those pests not directly feeding on the host, e.g. plant bugs found in cases of marble tile are with the cargo
WHERE INTERCEPTED	<p>Check the appropriate block (only one) to indicate where the pest was found</p> <p>¹ Baggage—include mandado</p> <p>² Mail—include mail packing and mail bags</p> <p>³ General Cargo—manifested items that are not quarantine regulated, e.g. processed wood products, household goods, dried flowers, Chamaedorea, reed mats</p> <p>⁴ Permit Cargo—manifested items requiring a formal permit and/or quarantine-regulated items, e.g. unprocessed wood products including dunnage, fruits and vegetables, propagative material, fresh cut flowers</p> <p>⁵ Miscellaneous—check when pests are found at large, on exterior or within various parts of the carrier (ship, plane, or vehicle), except when found in the carrier stores, quarters, or holds (see blocks 6, 7, and 8). Examples for this category include the deck of a ship, exterior of an airplane, empty railway car, or automobile trunk</p> <p>⁶ Stores—check when pests are found infesting food put aboard carriers to feed crew, passengers, or animals</p> <p>⁷ Quarters—check when pests are found in living areas including cabins on a ship, passenger and crew cabins on a plane, etc.</p> <p>⁸ Holds—check when pests are found in ship or aircraft cargo compartments, and the pests cannot be associated with a specific cargo</p>

TABLE A-1-30:

Block	Instructions
MATERIAL FOR	<p>Check the appropriate block to indicate if the commodity or host material is for consumption or propagation, or if the material is a non-entry item. The key to distinguishing between items for consumption or propagation is the intended use of the item</p> <p>¹ Consumption—articles or items entering for nonpropagative purposes (i.e. cargo, baggage and mandado), soil (as such, not with plants), packing materials, and containers with nonpropagative entries, dunnage, mail and mail bags. This includes conveyances closely associated with importations, e.g. overseas containers</p> <p>² Propagation—check this block for pests taken from plant propagative material entering or offered for entry as an importation, or moving from offshore U.S. areas, including articles intimately associated with the plant material, such as soil, packing materials, and containers</p> <p>³ Nonentry —check this block for pests taken from items not intended for entry. Nonentry items may be found in locations recorded in “Where Intercepted” (see above) <i>Blocks 5-8</i>. Nonentry items include:</p> <ul style="list-style-type: none"> ❖ Ship and aircraft stores ❖ Crew and passenger quarters on ships, aircraft, trains, etc. ❖ Ship or plane holds when the infestation is not associated with off-loaded cargo (e.g. from grain, cereal, seed, or other material residues, debris, dunnage, under bulkhead paint or rust scales, etc.) ❖ T&E and IE entries, including bonded baggage
IMPORTED AS	<p>Check the block which indicates the form in which the inspected host was imported. The block check here may not be identical to the plant part affected (see listed plant part qualifiers, under Inspected Host), e.g. a host imported as an entire plant may have only the leaves infested</p>
PEST NAME	<ul style="list-style-type: none"> ◆ Enter your identification of the pest in the first (uppermost) open block ◆ Enter successive identification or confirmations by other officers, backups, or area identifiers in the next open block
NAME OF CARRIER	<p>Enter the carrier name as follows:</p> <ul style="list-style-type: none"> ❖ Airlines—fill in the airline code and flight number ❖ Military aircraft—show type of aircraft (e.g. C-124, C-141) and/or record the tail number ❖ Maritime vessels—enter only the vessel name Never use country of registration and “M/V”, “S/S” or similar abbreviations of ships, e.g. for the US m/v Enterprise, fill in only “Enterprise”
SIZE OF SHIPMENT	<p>Enter an appropriate quantity designation depending on the character of articles, such as numbers and kind of containers, number of pieces, or weight</p> <ul style="list-style-type: none"> ❖ Propagative entries—enter plant units when possible ❖ Stores—you may estimate
OT	<p>Check if the interception was made on any type of overtime, e.g. user fee or reimbursable</p>

TABLE A-1-30:

Block	Instructions
PEST	<ul style="list-style-type: none"> ◆ Check “Disease” for plant pathogen (including nematode) submittals ◆ Check “Botany” for weed or host identification submittals ◆ Check “Other” for insect, mite, and mollusk submittals, and write the Order or higher classification of the organism under “Order,” e.g. fill in “Acari” for mites. If you do not know the order, then fill in a statement such as “unknown arthropod” or “snail”
NO. ALIVE	<ul style="list-style-type: none"> ◆ List the number of specimens for each life stage submitted, except for seeds and diseases ◆ Never use general descriptions such as “many” ◆ Use the <i>Immature</i> block to record numbers of larvae, nymphs, or juveniles <p>NOTE: We do not record the number of dead organisms in this section. For Khapra beetle submissions, record the dead life stage(s) and number of specimens in the <i>Remarks</i> block, e.g. “8 cast skins, 1 dead adult.”</p>
Pest Name	Enter the pest name, each on a separate line
Determined By	Enter your first name, middle initial, and last name to the right of identifications you made in any <i>Pest Name</i> block
Remarks	<p>Record appropriate comments or notations in this block</p> <div> <p>EXAMPLE</p> <ul style="list-style-type: none"> ◆ Prompt—to indicate nonurgent interceptions that should be identified more rapidly than routines. Use discretion in designating interceptions as Prompt. (see Routine Interceptions and Prompt Interceptions on page T-1-12 for examples) ◆ Number of dead specimens in each life stage for ◆ Khapra beetle interceptions, e.g. write “8 cast skins, 1 dead adult” ◆ Condition of the host—to indicate the extent of plant disease symptoms or occurrence of pests in a shipment; to note if the affected plant part was dead or decaying ◆ Cross-reference notes—to indicate other interceptions were made from the same shipment ◆ Identifiers or appropriate CBP personnel will determine which remarks will be captured in the PIN database </div> <div> <p>EXAMPLE</p> <p>Items that should not be entered into PIN include local messages or explanations regarding cargo disposition, routing of the interception, etc.</p> </div>

Distribution

Send the completed, single-page, PPQ Form 309A along with the specimen to the appropriate identifier or specialist for identification. See [Sending Specimens for Identification on page 7-1-10](#).

PPQ Form 508, Green and Yellow Label for Mailing Plant Quarantine Material

This Package Contains
PLANT QUARANTINE MATERIAL

DELIVER TO
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

230-59 International Airport Centers Blvd
Jamaica, NY 11413

PPQ FORM 508 (JUN 2004) **PERMIT NO.** 37-12344

FIGURE A-1-24: Example of PPQ Form 508, Green and Yellow Label

Purpose

PPQ Form 508 is a green and yellow shipping label issued by USDA, APHIS, Permit Services. It serves to designate a package as containing a regulated plant product covered by an APHIS permit. The G&Y label includes the APHIS permit number and the address where inspection is authorized, typically at an APHIS Plant Inspection Station (APHIS PIS). It authorizes movement of an intact package to the address on the label. No other delivery addresses can appear on the package exterior unless it matches the address on the PPQ Form 508 label.

The permitted material falls into one of the following categories:

- ◆ Live plants, including those requiring post entry quarantine
- ◆ CITES material
- ◆ Soil
- ◆ Prohibited plant material authorized by a Departmental permit
- ◆ Certain regulated seeds

USDA APHIS inspects these articles and confirms that the permit conditions are met.

Instructions

Expedite containers with these labels to the APHIS plant inspection station listed on the label (see [Appendix O](#)).



For USPS mail, if additional delivery addresses are on the package that do **not** match the green and yellow label address, forward the package to the local APHIS Plant Inspection Station, using existing transfer mechanisms.



For Express Courier packages, if the courier delivery label on the outside of the package bears an address that is different from the address on the PPQ Form 508 shipping label, explain the problem to the courier agent. The courier may choose to return the package to origin, or, if the location has a local APHIS PIS, the package may be allowed to move to the local APHIS PIS for inspection. Coordinate the transfer of packages using existing mechanisms.

See [Appendix O](#) for a list of APHIS PIS locations.

PPQ Form 518, Report of Violation

<p>The information requested is voluntary, and is needed to record your knowledge of possible irregularities under the USDA Plant Protection and Quarantine Program.</p>		
<p>U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</p>		<p>SERIAL NO. <u>A3998345</u></p>
<p>REPORT OF VIOLATION</p>		<p>1. DATE VIOLATION DISCOVERED <u>10/5/02</u></p>
<p>3. WHERE INTERCEPTED (City or port, and State; also county if domestic) <u>San Francisco, CA</u></p>		<p>2. VIOLATED - REG/COMPL. AGREEMENT <u>7CFR 330.400 & 9CFR 94.5 *</u></p>
<p>5. ARTICLE MOVED IN VIOLATION OF REGULATIONS <u>Regulated garbage</u></p>		<p>4. ORIGIN OF ARTICLE (include country if domestic) <u>China, People's Republic of</u></p>
<p>7. NAME AND BUSINESS ADDRESS OF VIOLATOR (Shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. Identify which) <u>Sky Chefs (caterer)</u> <u>9600 Camino Road</u> <u>San Mateo, CA 96472</u></p>		<p>6. IDENTITY OF ARTICLE (Serial No., Waybill No., description, etc.) <u>Milk cartons listed China as the country of origin</u></p>
<p>10. NAME AND BUSINESS ADDRESS OF CARRIER <u>China Air</u> <u>PO Box 9700</u> <u>San Francisco, CA 95731</u></p>		<p>8. VIOLATOR HAD Compliance agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>9. IF NO, VIOLATOR WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>If "Yes," how informed and when? <u>Sky Chefs' manager Doug Ho was informed orally of the garbage regulation and signed, **</u></p>
<p>12. IDENTITY OF CARRIER PLANE Acft. No. <u>RG 1123</u> Flight No. <u>1250</u> SHIP Flag _____ Name _____ ROAD VEHICLE License No. _____</p>		<p>11. CARRIER WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>If "Yes," how informed and when? <u>Carrier signed compliance agreement SF 15 on April 1, 2002.</u></p>
<p>14. DISPOSITION OF PEST RISK (i.e., articles named in item 5 were fumigated, destroyed, etc.) <u>Foreign garbage was picked up, taken to the US Air incinerator, and incinerated.</u></p>		
<p>15. REMARKS (Attach additional sheet, if needed) <u>(Block 2) * Compliance agreement number SF 7.</u> <u>(Block 9) ** and was given a copy of compliance agreement number SF 7 on 4/1/02. The compliance agreement specified the requirements for handling regulated garbage.</u></p>		
<p>16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION (Attach additional sheet, if needed. Identify who gave statement) <u>See the attached "Violator's Statement."</u></p>		
<p>17. OFFICER'S STATEMENT: Must attach a detailed, signed, and dated statement. State how the action violated the regulations or compliance agreement cited in item 2. Describe fully the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.</p>		
<p>18. SIGNATURE OF INITIATING OFFICER <u>Heather Gross</u></p>	<p>19. PRINTED NAME OF OFFICER AND WORK UNIT <u>Heather Gross</u> <u>San Francisco</u></p>	<p>20. DATE REPORT COMPLETED <u>10/5/02</u></p>
<p>21. OFFICER IN CHARGE COMMENTS (Attach additional sheet, if needed) List Previous Violations <u>RSS-CP-62-01 (given warning letter), RSS-CP 95-01 (assessed \$750 fine)</u> Recommendations <u>Assess \$2,000 fine</u></p>		
<p>22. SIGNATURE OF OFFICER IN CHARGE <u>Hanford V. Cate</u></p>	<p>23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT <u>Hanford V. Cate</u> <u>San Francisco</u></p>	<p>24. DATE SIGNED <u>10/5/02</u></p>
<p>PPQ FORM 518 AUG 2002</p>		

FIGURE A-1-25: Example of PPQ Form 518, Report of Violation

Purpose

PPQ Form 518 is used to report the following:

- ◆ Violations for unauthorized movement of regulated cargo
- ◆ The violator's **not** presenting the required certificates or permits

Together with statements from the officer, violator, and witnesses, and documentary and physical evidence, PPQ Form 518 becomes a part of the total case file. This form is also used for violations of domestic quarantines including Hawaii and Puerto Rico.

Instructions

Use the instructions in [Table A-1-31](#) for completing PPQ Form 518. The person who first detects the violation initiates the PPQ Form 518 and the subsequent investigation. Investigate the violation (before or while completing PPQ Form 518) by interviewing violators and witnesses to get their statements, by collecting physical evidence, and by obtaining documentary evidence.



Important

Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are not controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS at 301-734-8295.


TABLE A-1-31: Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions	
1	<ul style="list-style-type: none"> ◆ Enter date violation was discovered ◆ If violation was discovered after it occurred, EXPLAIN in <i>Block 15</i> 	
2	Specify as follows:	
	If:	Then:
	Violation of compliance agreement	Enter C.A.
	Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56
	Animal regulation that has been violated is unknown (you don't know the regulation)	Contact PPQ, VRS in Riverdale at 301/734-7633
3	Fill in the name of the port where the cargo that was moved in violation of the regulation was discovered or where the garbage violation was observed	
4	Cargo—fill in the name of the country where the cargo originated or was grown	
5	Fill in the name of the cargo moved, e.g., "5 cases of yams"	
6	Enter the air waybill number, bill of lading, etc.	

TABLE A-1-31: Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
7	<ol style="list-style-type: none"> 1. Fill in the violator's name 2. Indicate the person's position in parentheses after the violator's name (such as caterer, shipper, cleaner, etc.) 3. List the violator's business address
8, 9	Check and fill in as appropriate
10	Fill in the name and the business address of the carrier
11	Check and fill in as appropriate
12	Fill in as appropriate
13	Fill in the name and the business address of the consignee
14	List the action(s) taken to eliminate the pest risk, e.g., foreign garbage was picked up and incinerated; area where garbage was lying on the ground was cleaned and disinfected with sodium hypochlorite
15	Fill in any pertinent remarks
16	<ul style="list-style-type: none"> ◆ Ask the violator to provide an explanation of the incident ◆ Get a written statement if possible ◆ Get statements from the carrier agent, importer, caterer, or any other involved party, as follows: <ul style="list-style-type: none"> ❖ The statement may be written on a separate sheet of paper or you may use the sample format in Appendix C ❖ Title the statement using a description of the person's designation, e.g., "Violator's Statement," "Agent's Statement," etc. ❖ Give the statement an exhibit number ◆ If a person refuses to write a statement <ul style="list-style-type: none"> ❖ Ask that person to tell you what happened relative to the violation ❖ Write down exactly what the person tells you ❖ Indicate that the statement was transcribed by you, the officer ❖ Use your transcription as the statement ❖ If the person gives you only a few brief remarks, enter these directly in <i>Block 16</i> ◆ If you got a written statement, enter "See attached [<i>Violator/Carrier Agent/Importer, Caterer, etc.'s</i>] Statement."

TABLE A-1-31: Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
17	<p>An Officer's Statement must be written and accompany each PPQ Form 518 submitted.</p> <ul style="list-style-type: none"> ◆ Write your explanation of the violation on a separate sheet of paper titled "Officer's Statement" ◆ Give this statement an exhibit number ◆ Describe all the facts that resulted in the article listed in <i>Block 5</i> being in violation of the regulation listed in <i>Block 2</i> ◆ State all facts including who, what, when, where, and how ◆ Include the following information where appropriate: <ul style="list-style-type: none"> ❖ State when and where the violation occurred ❖ Describe how the violation occurred ❖ Identify the carrier from which the garbage was removed and where the garbage came from ❖ Identify the owner of the cargo ❖ Identify the employer of the violator ❖ Refer to your exhibits and explain their relevance to the case ❖ State if you witnessed the violation ◆ Sign and date the Officer's Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement
18-20	Fill in
	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Important</p> <p><i>Blocks 21, 22, 23, and 24 are to be completed by the Port Director.</i></p> </div> </div>
21	<ul style="list-style-type: none"> ◆ Fill in any additional information¹ that may help to substantiate the case such as previous warning letters and the dates sent, signed compliance agreements, any known previous civil penalties, case numbers, dates, and amounts of penalties assessed; such as, Case #RSS-CP-62-01 fined \$1,000 on 9/11/01 ◆ Enter your recommendation for one of the following: <ul style="list-style-type: none"> ❖ Warning letter ❖ Civil penalty ❖ Criminal penalty
22-24	Fill in

¹ This information will help determine if the case warrants civil or criminal penalties and the amount of the spot settlement.

Distribution

Distribute the case file, including PPQ Form 518 as follows:

TABLE A-1-32: Distribution of PPQ Form 518, Report of Violation

- | |
|---|
| <ul style="list-style-type: none">◆ FORWARD Part 1 and all supporting documents (such as CBP Form AI-288 and the Violator's and Officer's Statements) to Investigative and Enforcement Services (IES) at the following address:

USDA-APHIS-IES
4700 River Road, Unit 85
Riverdale, MD 20737
Phone 301/734-8684◆ KEEP Parts 2 and 3 for the port files |
|---|

PPQ Form 519, Compliance Agreement

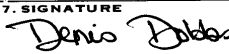
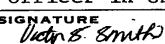
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		
COMPLIANCE AGREEMENT		
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM Dobbs House 333 Turnhouse Road Anchorage, AK 99500	2. LOCATION Bldg. #27 Anchorage International Airport Anchorage, AK 99503	
3. REGULATED ARTICLE(S) Regulated garbage		
4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS 7CFR 330.400 and 9CFR 94.5		
6. I/We agree to the following: See attached sheets		
7. SIGNATURE 	8. TITLE Manager (Catering)	9. DATE SIGNED May 10, 2002
The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.		10. AGREEMENT NO. ABC-2002-15
12. PPQ OFFICIAL (Name and Title) Victor S. Smith Officer in Charge		11. DATE OF AGREEMENT May 10, 2002
14. SIGNATURE 	13. ADDRESS USDA-APHIS-PPQ PO Box 901194 Anchorage, AK 99519-0191	
15. STATE AGENCY OFFICIAL (Name and Title)	16. ADDRESS	
17. SIGNATURE		
PPQ FORM 519 (AUG 77)		

FIGURE A-1-26: Example of PPQ Form 519, Compliance Agreement

Purpose

PPQ Form 519, Compliance Agreement, provides a signed, written agreement with shippers, dealers, carriers, garbage handlers and processors to indicate their understanding of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, and airport garbage processors. The PPQ Form 519 is also used to submit as evidence for a violation case.



A compliance agreement for aircraft garbage caterers (kitchens) may be granted only to kitchens on, or immediately adjacent to the international airport.

Instructions

Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate. If the establishment fails to abide by the conditions of the agreement, then the CBP officer responsible for supervising the agreement may cancel that agreement orally or in writing. However, **never** cancel an agreement made with an establishment that handles regulated garbage. These compliance agreements may only be cancelled at the Deputy Administrator’s level.

If you make an oral cancellation, confirm it in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals must be made to the Deputy Administrator.

Complete PPQ Form 519 as instructed in [Table A-1-33](#). See also Appendix B, *Completing Compliance Agreements* on page B-1-1 (currently unavailable).

TABLE A-1-33: Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
1	Fill in
2	Fill in the location of the specific property(s) for which the agreement is signed
3	Fill in the specific regulated articles to which the agreement applies, e.g. “Regulated garbage”
4	List the titles, parts, and subparts, e.g. for regulated garbage — “7 CFR 330.400 and 9 CFR 94.5”
5	<i>This block was omitted from the form</i>

TABLE A-1-33: Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
6	<p>See <i>Completing Compliance Agreements</i> on page B-1-1 (currently unavailable)</p> <ul style="list-style-type: none"> ◆ Outline stipulations which apply to the establishment for each quarantine or regulation affecting the establishment ◆ Make clear to the establishment that stipulations in the compliance agreement do not preclude compliance with other sections of a quarantine or regulation ◆ If space in <i>Block 6</i> is inadequate for listing the stipulations, then write “See Attached Sheets” ◆ If you are completing a compliance agreement for regulated garbage, then see <i>Completing Compliance Agreements</i> on page B-1-1 (currently unavailable) to determine which standards to use
7	Have a responsible official of the establishment sign
8, 9	Fill in
10	Assign a compliance agreement number
11, 12, 13	Fill in
14	Have the CBP Port Director or designee sign
15, 16, 17	Complete only when State is involved in cooperating with enforcing Federal quarantines

Distribution

Use [Table A-1-34](#) when distributing PPQ Form 519.

TABLE A-1-34: Distribution of PPQ Form 519, Compliance Agreement

If Compliance Agreement:	Then:
Affects one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ KEEP a copy for port files in the area where the establishment is located
Affects more than one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ GIVE copies to all work units affected by the compliance agreement ◆ KEEP a copy for port files in the area where the establishment is located

PPQ Form 523, Emergency Action Notification

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0102. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
FORM APPROVED - OMB NO. 0579-0102

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		SERIAL NO. 302240948330	
EMERGENCY ACTION NOTIFICATION		1. PPQ LOCATION NYBUFL - BUFFALO, NY	2. DATE ISSUED 02/24/2003
3. NAME AND QUANTITY OF ARTICLE(S) BEEF AND CHICKEN MEAT AND CHICKEN EGGS 23 KILOGRAMS (all meat unlabeled) 16.8 kg of frozen beef meat, 4.7 kg frozen chicken meat, and 1.5 kg eggs		4. LOCATION OF ARTICLES Main's Warehouse	
6. SHIPPER Natural Organic Farm, LTD 101 Farm Lane Schomberg, Ontario NY L0G 1T0 CANADA		5. DESTINATION OF ARTICLES 10045 Sunny Lane Springfield, SC 29146	
9. OWNER/CONSIGNEE OF ARTICLES Name Rondall Butler Address: 10045 Sunny Lane Springfield, SC 29146 UNITED STATES PHONE NO. 803/555-2222 FAX NO. 803-555-1111 SS NO. 111-11-1111 TAX ID NO. SC2332345		7. NAME OF CARRIER Swift Express Carriers, LTD 8. SHIPMENT ID NO.(S) Entry # 257-1034191-5	
		10. PORT OF LADING Schomberg	11. DATE OF ARRIVAL 02/23/2003
		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) N/A	
		12a. PEST ID NO. n/a	12b. DATE INTERCEPTED 02/24/2003
		13. COUNTRY OF ORIGIN CANADA	14. GROWER NO. n/a
		15. FOREIGN PHYTOSANITARY CERTIFICATE NO. NOT REQUIRED	
		15a. PLACE ISSUED	15b. DATE

Under Sections 411, 412 and 414 of the Plant Protection Act (7 USC 7711, 7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in item 16 and shall be completed within the time specified in item 17.*

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT: (716) 884-5701

16. ACTION REQUIRED

- ☐ TREATMENT Frozen chicken and beef meat was seized for destruction under USDA supervision. Chicken eggs may be immediately exported under IE bond, or may be abandoned by the shipper at the Port of Buffalo for destruction under USDA supervision.
- ☐ RE-EXPORTATION
- ☐ DESTRUCTION
- ☒ OTHER

* Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal. Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days): 48 Hours	18. SIGNATURE OF OFFICER Susan O'Hara
--	---

ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION

I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE Samuel Smith, Agent	DATE AND TIME 02/24/2003
---	------------------------------------

19. REVOCATION NOTIFICATION

ACTION TAKEN
**AT IMPORTER REQUEST IN LIEU OF FINAL DETERMINATION - DESTROYED
ARTICLE MISLABELED, MISREPRESENTED, OR CONCEALED. REF PPQ FORM 518 # n/a
No IE bond was issued for the chicken eggs.**

SIGNATURE OF OFFICER Susan O'Hara	DATE 02/24/2003
---	---------------------------

PPQ FORM 523 (JULY 2001) Previous editions are obsolete

FIGURE A-1-27: Example of PPQ Form 523, Emergency Action Notification

Purpose

The primary purpose of PPQ Form 523, Emergency Action Notification, is to order an individual or company to take an action, such as the treatment of articles, cargoes, or carriers or the destruction of articles or cargoes within a specified period of time. This form is used for all plants, plant products, animal products and animal by-products, including meat and meat products in cargo, and is issued to the owner (or owner's agent) of the article, cargo, or carrier.

PPQ Form 523 is available in electronic format and is useful for tracking and communication purposes. Ad hoc reports can be created and are useful for compliance and validation, analysis of pest and animal disease risk, regulatory enforcement, and to support domestic surveys and trapping. The data can be used by both APHIS and CBP personnel in the U.S. and International Services.

Instructions

The instructions in [Table A-1-35 on page A-1-97](#) are for completing the electronic version of PPQ Form 523 which is located in the Lotus Notes system on the EAN database. However, if you are completing the form by hand, a blank copy of the form may be printed out and filled in using the directions in this table.

Use of the proper naming convention of the commodity is critical for data analysis. Take special care in the spelling of the identified pest name.



There is more information on the EAN database than on the printed form.

When to Use the EAN Database for Issuing PPQ Form 523

Issue PPQ Form 523 through the EAN database under the following circumstances:

- ◆ Order the treatment, destruction, re-export, or other remedial measures for articles or cargoes
- ◆ Order the treatment, destruction, re-export or other remedial measures for prohibited products found in U.S. commerce (i.e., markets)
- ◆ Order the treatment of carriers
- ◆ Order a market owner **not** to move a designated product(s) from the market until a determination is made regarding the admissibility of the product(s) in the U.S.

- ◆ If a permit that lists a condition of entry treatment⁴ is presented for cargo and that treatment **is not completed** in a reasonable amount of time (under this condition, then issuing a 523 is appropriate)
- ◆ Used to safeguard a commodity that has been **smuggled** (incorrectly manifested or incorrectly declared), until mandatory or precautionary treatment(s) are completed
- ◆ In the domestic area, to order a hold, treatment, destruction, or other safeguarding action for article under USDA control in domestic commerce, due to a potential pest risk and in plant pest emergencies under 7CFR 330



Even though EANs may still be completed by hand in the field, when the above circumstances apply then the data must be transferred from the hand-completed PPQ Form 523 into the EAN database within 14 days.

EXAMPLE

Acceptable examples for entering the PPQ Form 523 in the EAN database:

- ◆ Animal product or animal by-product that **does not** meet APHIS import requirements and is refused entry
- ◆ Asian Gypsy moth is found on board a vessel
- ◆ Commercial cargo shipment of marble tiles contains an actionable pest and identification is confirmed
- ◆ Federal noxious weed seed is found in a grain elevator
- ◆ SITC Officer finds a prohibited animal or plant product in a local market

**When Not to
Use the EAN
Database for
Issuing PPQ
Form 523**

Do not issue PPQ Form 523 through the EAN database under any of the following circumstances:

- ◆ Order any action to be taken on passenger baggage
- ◆ Order any action to be taken on articles arriving in U.S. Mail (use PPQ Form 287 instead); if treatment is unavailable or too costly or too time-consuming, then return item to sender
- ◆ Order any action to be taken on articles in small, non-commercial packages shipped by express carriers⁵ (i.e., UPS, DHL, FedEx) (PPQ Form 287 should be used instead)

⁴ All condition of entry cargo require an APHIS-issued permit.

⁵ EXCEPTION: If a regulated article(s) is shipped by an express carrier and the action required to mitigate pest risk or disease contamination is too costly or time consuming for the Port to perform, then issue an EAN to the consignee of the article. If the consignee **cannot** be located for articles which arrive by express carrier, then issue the EAN to the express carrier.

- ◆ If a permit that lists a condition of entry treatment⁶ is presented for cargo and that treatment **is completed** in a reasonable amount of time (ports that wish to prescribe a mandatory treatment using PPQ Form 523 (EAN) can do so by printing a blank form from the database, and complete the form by hand; **do not** enter this data into the database)

EXAMPLE

Mandatory or precautionary treatments include, but are **not** limited to the following: fumigation, heat-treatment, cold-treatment, dip, treatment at an APHIS-approved establishment, or combinations of treatments required before commodities can enter U.S. commerce.

- ◆ Notify the owner/agent that CBP will **not** release the shipment until determination is made regarding the shipment's entry status (i.e., pending a pest or product identification or receipt of appropriate documentation)
- ◆ Shipments of live animals or live animal products such as hatching eggs, frozen embryos, frozen semen, etc. (refer to *Live Animals* in the *Animal Product Manual*)
- ◆ Shipment of personal effects items that are removed from personal effects shipments (use PPQ Form 254 instead)

When a suspected pest is found, advise the owner, agent, or ship's captain that a suspected pest has been found. If identification is confirmed, quarantine action will be required. For ships, note the information on the PPQ Form 288, Ship Inspection Report. Hold all cargo from infested holds pending determination. Take appropriate safeguards to prevent pest dissemination for infestations of cargo or stores.

Detailed instructions for completing the form are listed in [Table A-1-35 on page A-1-97](#). Where applicable, instructions for EAN automatic or drop-down selections are listed first in each block/field, followed by directions for completing the form by hand. Use [Table A-1-36 on page A-1-106](#) to determine if any special instructions apply, such as [Special Instructions for Infested Vessels Sailing Foreign Without Treatment on page A-1-106](#).



The invoice is usually the most reliable source of data for accurately completing an EAN.

⁶ All condition of entry cargo requires a permit.

PPQ Form 523
Generation from
EANS Database

To generate a PPQ Form 523 on the EAN database, follow the electronic instructions available at the database site.

Workflow

When entering data and issuing the PPQ Form 523 using the EAN Database, you will be in different levels, depending on which block is completed, as follows:

- ◆ Draft status: *Block/Field 1* through *17*: allows user to enter partial data until the remaining information is obtained and entered
- ◆ Submit status: *Block/Field 18*: all fields verified for completion, accuracy, validity. If successful, form automatically goes to “Submitted status”
- ◆ Acknowledged status: once “Acknowledgement of Receipt of Emergency Action Notification” blocks are completed, then the form moves to this status
- ◆ Completed status: once information in *Block 19* is complete and a CBP officer is listed on the final box of the form moves to this status



Perform one final verification of all data, including the spelling and naming of the product before completing *Block 19*. Once this block is filled in, the form **cannot** be changed except by the EAN administrator.

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification

Block/Field		Instructions
Serial Number		EAN will automatically generate a 12-digit number derived from the date and time (this becomes tracking number)
1	PPQ Location	Select the 6-digit port code from the drop-down menu If completing by hand, enter the 6-digit port code (First 2 digits represent State, next 3 digits represent port, last digit represents pathway)
2	Date Issued	Enter date issued (automatic) If completing by hand, enter the date issued

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)



Block/Field		Instructions																							
3	Name and Quantity of Articles	<div> Important</div> <div>The naming convention is extremely important.</div>																							
		<div>1. Check drop-down menu and select article, if listed</div> <div>2. If not listed, then fill in standard name using the tables starting below as a guideline (this is a critical sort view in the database)</div> <div>3. Use the <i>Description</i> field to provide a more detailed description of the article</div> <div>4. Enter the quantity of the article</div> <div>5. If completing by hand, follow the format used in the instructions above</div>																							
		<div> Important</div> <div>List the name and quantity only in <i>Block 3</i>. Do not list any other information in this block. List details regarding action taken in <i>Block 16</i>.</div>																							
		<table><tr><th>If the cargo commodity is:</th><th>And:</th><th>Then in the first space:</th></tr><tr><td rowspan="5">Fruits and vegetables¹</td><td>Fresh</td><td><div>◆ List the singular common trade name, such as apple, cherry, orange</div><div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div></td></tr><tr><td>Frozen</td><td>Use <commodity> FRZ</td></tr><tr><td>Dried</td><td>Use <commodity> DRIED</td></tr><tr><td>Has solid wood packing violations</td><td>◆ Use <SWP> <commodity></td></tr><tr><td>Has a pest associated with solid wood packing materials</td><td>◆ List <SWP></td></tr><tr><td rowspan="2">Cut flower²</td><td>Fresh</td><td><div>◆ Use the Genus of the specific cut flower, such as Limonium</div><div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div></td></tr><tr><td>Dried</td><td>Use <genus> DRIED</td></tr><tr><td>Propagative material</td><td>Live plants, cuttings, budwood, scions</td><td><div>◆ Use the Genus and species</div><div>◆ If the species is not known, use “sp of”</div></td></tr></table>	If the cargo commodity is:	And:	Then in the first space:	Fruits and vegetables ¹	Fresh	<div>◆ List the singular common trade name, such as apple, cherry, orange</div> <div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div>	Frozen	Use <commodity> FRZ	Dried	Use <commodity> DRIED	Has solid wood packing violations	◆ Use <SWP> <commodity>	Has a pest associated with solid wood packing materials	◆ List <SWP>	Cut flower ²	Fresh	<div>◆ Use the Genus of the specific cut flower, such as Limonium</div> <div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div>	Dried	Use <genus> DRIED	Propagative material	Live plants, cuttings, budwood, scions	<div>◆ Use the Genus and species</div> <div>◆ If the species is not known, use “sp of”</div>	
		If the cargo commodity is:	And:	Then in the first space:																					
		Fruits and vegetables ¹	Fresh	<div>◆ List the singular common trade name, such as apple, cherry, orange</div> <div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div>																					
Frozen	Use <commodity> FRZ																								
Dried	Use <commodity> DRIED																								
Has solid wood packing violations	◆ Use <SWP> <commodity>																								
Has a pest associated with solid wood packing materials	◆ List <SWP>																								
Cut flower ²	Fresh	<div>◆ Use the Genus of the specific cut flower, such as Limonium</div> <div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div>																							
	Dried	Use <genus> DRIED																							
Propagative material	Live plants, cuttings, budwood, scions	<div>◆ Use the Genus and species</div> <div>◆ If the species is not known, use “sp of”</div>																							
<div>1 Use kilograms for the quantity, not the number of boxes.</div> <div>2 If a mixed box of cut flowers and the pest cannot be associated with a specific flower, then use the flower with the greatest stem count.</div>																									

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions		
3	Name and Quantity of Articles (continued)	If the cargo is:	And is:	Then:
		Propagative material (continued)	Seed for propagation (not consumption)	<ul style="list-style-type: none"> ◆ Use the common trade name with the word “seed” following ◆ If there is no common trade name, use the genus species before the word “seed”
		Cotton products	Gossypium plant parts, including baled	List Cotton
			Lint	List Cotton lint
			Linter, after lint removed from cottonseed	List Cotton linter
			Cotton direct from field	List Seed cotton
			Seed with lint removed	List Cottonseed
			Waste from manufacture of cotton	List Cotton waste
		Meat and meat products	Edible pork	List Swine
			Edible ruminant	List Ruminant
			Edible poultry	List Poultry
		Miscellaneous products	Animal by-products	List Animal By-products
			Bulk gravel	List Stone
			Bulldozers	List Equipment Used
			Cage, crate, stall, or pen	List Animal Fomite
			Canned goods	List Foodstuff
			Farm tractors	List Farm Equipment Used
			Food additives	List Foodstuff
			Granite and marble slabs	List Stone
			Limestone	List Stone
			Machines and parts	Equipment Used
			Marble slabs	Stone
			Mine drilling equipment	Equipment Used

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions		
3	Name and quantity of articles (continued)			
		If the cargo is:	And is:	Then list as:
		Miscellaneous products (continued)	Parts used in the automobile industry, including brakes, wheels, wiring	Autopart
			Road building equipment, excavators	Equipment Used
			Spices and sauces	Foodstuff
			Stone, including limestone	Stone
		If you find pest/prohibited item on:	And it is:	Then list as:
		Mode of transportation	Maritime vessel, self-propelled	Ship
			Barge or lash barge	Barge
			Aircraft, commercial, military, or private	Aircraft
			Railcar, empty, not carrying cargo or the contamination is associated with the carrier and not the cargo being carried	Railcar
			Cab or chassis for commercial use, including step van	Truck
			Container, empty, any type used in the transport of commercial cargo	Empty container
			Private auto, pickup truck, SUV, or van being imported as cargo	Vehicle
		Facility or property	Cargo warehouse	Cargo warehouse
			Suspect property that may undergo treatment	Quarantined property
			Seed facility, including bins, seed distribution warehouses, silos, elevators	Seed facility
			Plant-growing establishments for retail	Nursery

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions
3	Name and Quantity of Articles (continued)	<p>EXAMPLE</p> <p>You are dealing with a miscellaneous product manifested as Italian ceramic paver tiles.</p> <ol style="list-style-type: none"> 1. If the paver tile is not listed in the drop-down menu in the first field in <i>Block 3</i>, then select a general category to describe the product such as “tile.” 2. Use a more specific subcategory such as ceramic pavers in the description of this block. 3. “Italy” will be recorded in <i>Block 13</i>, Country of Origin
4	Location of Articles	Fill in where article is located (premise location, pier, dock, container yard, hold space, etc.)
5	Destination of Articles	<ul style="list-style-type: none"> ◆ Fill in the complete address (street number, street name, city, State, zip) of the ultimate final destination of the cargo (where the container will be unloaded for further processing by the owner/consignee (check invoices, paperwork, or call the broker) ◆ If the container/shipment is going to a distribution center and only the distribution center’s address is on the invoice, then list the address on the distribution center ◆ Avoid using P.O. box or nondescript address <p>(This field is important for inland inspections and survey projects)</p>
6	Shipper	<ul style="list-style-type: none"> ◆ Fill in the name and address of the foreign-country exporter or firm sending the shipment (check the invoice for reliable data) ◆ Avoid the use of intermediate parties such as freight forwarders ◆ Do not enter “To Order of Shipper” in this block

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions
7	Name of Carrier	<p>First field: Fill in the vessel name, airline, trucking firm, or railroad name, as follows:</p> <ul style="list-style-type: none"> ◆ Spell out the complete name of the airline or railroad (train) <p>EXAMPLE American Airlines, Air France Airlines, Canadian National Rail, Burlington Northern Rail, Can-Am Trucking</p> <ul style="list-style-type: none"> ◆ Do not use M/V in front of the maritime vessel name ◆ Do not abbreviate ◆ Do not include numbers <p>The name of the carrier must be filled in when a regulatory action is ordered for the articles, because the carrier may be contaminated</p> <p>Second field: Fill in the corresponding voyage number, flight number, trailer number (truck), or trip number (rail) as follows:</p> <ul style="list-style-type: none"> ◆ Use the alphanumeric designation by itself (found on the manifest or AWB) ◆ Do not use “FLT” or “trip” or “#” in front of the alphanumeric designation
8	Shipment ID No(s)	<p>Fill in the air waybill number, bill of lading number, truck entry number, or railway bill number as follows:</p> <ul style="list-style-type: none"> ◆ Start with the SCAC code or filler number (in case of entry number) ◆ Do not use AWB, BL, Rail Bill, Entry, or # in front of the shipment ID number <p>Other identifying numbers include container numbers, vessel hold number, vehicle license number, etc.</p>
9	Owner/Consignee of Articles	<ul style="list-style-type: none"> ◆ Fill in the consignee’s or owner’s name, complete address, phone and fax numbers, IRS Tax ID number (EIN No.), or the owner’s Social Security Number ◆ Obtain this information from the accompanying invoice or documents or contact the broker ◆ If the owner/consignee’s address is the same as found in <i>Block 5</i>, then click “Copy from Destination”
10	Port of Lading	<p>Fill in the foreign port or place where loaded (e.g., Leghorn, Italy; Jeddah, Saudi Arabia, etc.); include IATA airport codes</p>
11	Date of Arrival	<ul style="list-style-type: none"> ◆ Fill in the date the article arrived in port ◆ If unknown, then enter the date the EAN was issued

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions									
12	ID of Pest, Noxious Weed, or Article	1. If applicable, fill in the preliminary pest identification (several pest IDs may be listed); do not list the taxonomic tree									
		2. Update upon notification, with the final identification of the pest									
		If:	Then:								
		Shipment has a pest that is likely actionable and the importer requests a precautionary treatment	1. List the family name followed by a comma and “sp. of” (i.e., “Cerambycidae, sp. of”) or the Order and insert “Potential Quarantine Pest” 2. When made by the identifier, replace statement with the quarantine pest determination 3. If the final determination is non-reportable, then keep the “Potential Quarantine Pest” statement and information								
		Live pests	List the genus and species								
		Live pest species is unknown	List “sp.” after genus (i.e., “ <i>Sinoxylon</i> sp.”)								
		ID of Article									
		ID can only be determined to family	List family name followed by a comma and “sp. of” (i.e., “Cerambycidae, sp. of”)								
		Article is a prohibited product	◆ List “prohibited product” ◆ Use <i>Block 16</i> for further explanation								
		Action is ordered on product because of contamination	List type of contamination followed by “contamination” <table><tr><td>If:</td><td>Then enter:</td></tr><tr><td>Manure</td><td>Manure contamination</td></tr><tr><td>Rice seed on crates of handicrafts</td><td>Rice seed contamination</td></tr><tr><td>Rice straw in crates of porcelain</td><td>Rice straw contamination</td></tr><tr><td>Soil on drilling rig</td><td>Soil contamination</td></tr></table>	If:	Then enter:	Manure	Manure contamination	Rice seed on crates of handicrafts	Rice seed contamination	Rice straw in crates of porcelain	Rice straw contamination
If:	Then enter:										
Manure	Manure contamination										
Rice seed on crates of handicrafts	Rice seed contamination										
Rice straw in crates of porcelain	Rice straw contamination										
Soil on drilling rig	Soil contamination										
12a	Pest ID No.	◆ Fill in the PPQ Form 309 number(s) ◆ Do not list the port name or abbreviation in front of a 309 number; use the 309 number only									
12b	Date Intercepted	Fill in the date the interception occurred									
13	Country of Origin	Select the Country Code from the drop-down menu If completing by hand, fill in the country of origin code									
14	Grower Number	◆ Fill in the grower number (found on import documents, boxes, cartons, etc.) ◆ If needed, may enter the lot numbers									

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)




Block/Field		Instructions
15	Foreign Phytosanitary Certificate No.	<div>  <p>Important</p> <p><i>Block 15/field may be used for Animal Health Certificate Numbers and Solid Wood Packing Material Certificate Numbers even though this block refers to plant health certificates (phytosanitary certificates).</i></p> </div> <ul style="list-style-type: none"> ◆ If a foreign certificate has been issued for the shipment, enter the number ◆ Place any comments or detailed remarks regarding noncompliance in <i>Block 16, Other</i> ◆ Select the certificate status from the drop-down menu that best describes the status of the certificate (Was it requirement for shipment?) If completing by hand, list the certificate status
15a	Place Issued	Fill in the city and country where the foreign certificate was issued
15b	Date	Fill in the date the foreign certificate was issued
	Regulatory Statement	Fill in the local office's or officer's phone number at the end of the second paragraph (located in center of page)
16	Action Required	<ol style="list-style-type: none"> Select action required from the drop-down menu (how destroyed, treatment schedule, re-export to another country) <ul style="list-style-type: none"> ◆ If any, include safeguarding action ordered pending final quarantine action ◆ If more than one action is required, then label the actions with letters (a, b, c) in order to assign corresponding action start dates ◆ If an article is prohibited, list that the article is prohibited per <i>[appropriate legislation, CFR title, part, subpart]</i>; may also note mismanifested Check the "Other" box and note any remarks <p>If completing by hand, list following instructions above</p>
17	After Receipt of This Notification Complete Specified Action Within	<ol style="list-style-type: none"> Fill in the number of days or hours within which the action ordered must begin (after receipt of an EAN), such as: <ul style="list-style-type: none"> ◆ Actual beginning of a treatment ◆ Start of an emergency action ◆ Date representing a good-faith effort to begin contract proceedings or preparation for the action ◆ Specify a time for complying with each action listed in <i>Block 16</i> such as: a-2 hours, b-48 hours, c-immediately

TABLE A-1-35: Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field	Instructions		
	Acknowledgement of Receipt of Emergency Action Notification I hereby acknowledge receipt of the foregoing notification.		
	Signature and Title	1. Obtain the signature of the owner, owner's agent, or person/ company having immediate control over the carrier or articles 2. If someone other than the owner signs, then ask the person to state his or her name, company name, and job title	
		If you:	Then:
		Are using a faxed, signed copy for acknowledgement of receipt or a copy with an original signature	Type "ON FILE" in the signature block
		Have a PPQ Form 523 completed by hand on a blank EAN database generated form	Type "REFER TO <i>[serial number]</i> " in the signature block, as the data is entered into the EAN database from the copy
		See "Fax Distribution of EAN PPQ Form 523" on page A-1-107	
	Date and Time	Enter the date and time of action	
19	Revocation of Notification		
	Action	1. Select the reason for the action taken from the drop-down menu. If smuggling is selected, choose "yes" or "no" 2. Fill in the action table; notate if a smuggled item and follow-up with PPQ Form 518	
	 Important	Completing this signature block and the associated date block closes and locks the EAN. No edits will be allowed.	
	Signature of Officer	1. SAVE your document, then CLOSE and REOPEN to be certain the form is accurate before entering your signature 2. Enter the signature	
	Date	Enter the date	

Use [Table A-1-36](#) to determine if special instructions apply.

TABLE A-1-36: Determine if Special Instructions Apply to PPQ Form 523, Emergency Action Notification

If issuing PPQ Form 523 for an:	And the:	Then:
Infested vessel	Vessel is sailing without treatment	SEE Special Instructions for Infested Vessels Sailing Foreign Without Treatment below
	Vessel is sailing to a subsequent port for treatment	<ul style="list-style-type: none"> ◆ AMEND <i>Block 16</i> of PPQ Form 523 to read “Ship authorized movement to <u>[port]</u> for treatment” ◆ FORWARD copies of PPQ Form 523 to the next port
	Structural design prevents effective fumigation	<ol style="list-style-type: none"> 1. CONSULT the Regional CBP Office for an alternate treatment and/or cleaning 2. NOTE conditions on PPQ Form 523 3. GO to Distribution of PPQ Form 523 on page A-1-107
	Treatment will be conducted at the port	GO to Distribution of PPQ Form 523 on page A-1-107
Infested cargo	Cargo is covered by an invalid, inaccurate, or improperly issued phytosanitary certificate, treatment certificate, or military Customs certificate	<ol style="list-style-type: none"> 1. ATTACH a copy of the document to the copy of the PPQ Form 523 after the treatment is completed 2. GO to Distribution of PPQ Form 523 on page A-1-107 3. INFORM a CBP Officer-in-charge or Plant Health Director or Regional Office
	Cargo is not covered by any of the certificates described in the cell above	GO to Distribution of PPQ Form 523 on page A-1-107
Other than two cells above		GO to Distribution of PPQ Form 523 on page A-1-107

Special Instructions for Infested Vessels Sailing Foreign Without Treatment

When an infested vessel is allowed to sail foreign without treatment, type the following statement on the reverse side of PPQ Form 523 and reference it in *Block 12* on the face of the form.

The requirements of the Emergency Action Notification shown on the front of this form are suspended upon condition that this vessel shall leave the territorial limits of the United States within [list number] of hours after receipt of this notice. This vessel shall **not** re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is **not** presented to the CBP officer when arriving at a port in the United States, or if the CBP officer for any other reason is **not** satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.

Distribution of PPQ Form 523

Fax Distribution of EAN PPQ Form 523

Faxed copies of completed EANS may be sent to FAX numbers as needed. The FAX button in the upper left-hand corner of the EAN form is used to send a copy of the form to a broker/agent for a signature. To send the EAN PPQ Form 523 by FAX, do as follows:

1. Select the FAX button.
2. Type in the FAX number and select OK. A message will appear indicating the document has been successfully sent to the fax server and queued for processing. You will also receive an e-mail message stating that the fax (a cover sheet and EAN PPQ Form 523) has been sent.

Regular Distribution of Completed PPQ Form 523

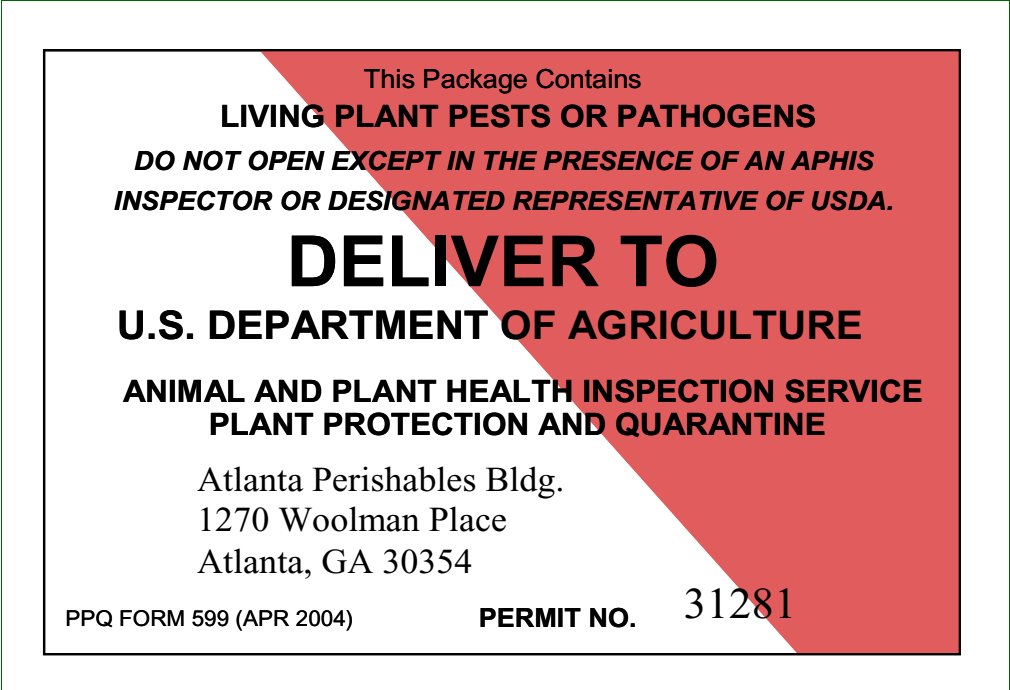
Distribute PPQ Form 523 as follows:

1. Give the signed EAN PPQ Form 523 to the owner or broker.
2. Keep a copy of the signed EAN for the port or work unit's files.



For unusual cases like suspected smuggling or false certifications, alert CBP AIPP staff and local APHIS PPQ SITC through appropriate channels.

PPQ Form 599, Red and White Label for Mailing Living Plant Pests or Pathogens

The image shows a red and white shipping label for PPQ Form 599. The label is rectangular with a diagonal split: the top-left half is white and the bottom-right half is red. The text is printed in black. At the top, it says "This Package Contains" followed by "LIVING PLANT PESTS OR PATHOGENS" in bold. Below that, in a smaller font, it says "DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA." The next line is "DELIVER TO" in large, bold letters, followed by "U.S. DEPARTMENT OF AGRICULTURE" in bold. Below that is "ANIMAL AND PLANT HEALTH INSPECTION SERVICE" and "PLANT PROTECTION AND QUARANTINE" in bold. The address "Atlanta Perishables Bldg. 1270 Woolman Place Atlanta, GA 30354" is printed in a standard font. At the bottom left, it says "PPQ FORM 599 (APR 2004)" and at the bottom right, it says "PERMIT NO. 31281".

This Package Contains
LIVING PLANT PESTS OR PATHOGENS
*DO NOT OPEN EXCEPT IN THE PRESENCE OF AN APHIS
INSPECTOR OR DESIGNATED REPRESENTATIVE OF USDA.*
DELIVER TO
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE
Atlanta Perishables Bldg.
1270 Woolman Place
Atlanta, GA 30354
PPQ FORM 599 (APR 2004) **PERMIT NO. 31281**

FIGURE A-1-28: Example of PPQ Form 599, Red and White Label

Purpose

APHIS Form 599 is a red and white shipping label issued by the USDA, APHIS, PPQ Permit Unit. It serves to designate a package as containing living organisms regulated under an APHIS PPQ permit (APHIS Form 526). These organisms usually fall into one of the following categories: Live insects, biological control agents, plant pathogens, select agents, worms, snails, bees, parasitic plants or noxious weeds.

The R&W label includes the APHIS permit number and the address where inspection is authorized. Often, but not always, the inspections occur at an APHIS Plant Inspection Station (APHIS PIS). These red and white labeled packages are not to be opened, except under controlled laboratory conditions. The label authorizes movement of a secure and intact package to the address on the label. Six APHIS PIS sites have Biosecurity Cabinets for Class II Type A materials. These include Miami, Linden NJ, JFK, San Francisco, Los Angeles and Beltsville MD.

Under no circumstances should permitted material be shipped via diplomatic pouch. Contact the local PPQ office (or APHIS PIS) if you have any concerns.

Instructions

Expedite containers with these labels to the APHIS PIS listed on the label (see [Appendix O](#)). No other delivery addresses can appear on the package's exterior unless it matches the address on the PPQ Form 599 label. These packages should only be opened and examined under a Class II biosafety cabinet. If the PPQ Form 599 is addressed to other than an APHIS PIS, contact the APHIS Permit Services compliance officer at 301-672-3608 with the addressing details.

If this is a hand carried package, follow the directions for handling in the Passenger Clearance section of this manual. Note the conditions on the permit for the CBP inspector's information. Review the information below, as needed, concerning red and white permits and applicable background information. All hand carried organisms moving under APHIS Plant Pest Permits require prior notice from APHIS to CBP.

Contact CBP APL headquarters before opening any red and white labeled package. An APHIS PPQ representative will need to be present. If the PPQ Form 599 or Form 526 is discovered AFTER opening the permitted package, reseal it and contact the local PPQ or APHIS PIS. CBP needs to provide a written record explaining who opened the package, when it was opened, where it was opened, the circumstances, and any problems. Forward the explanatory letter via email to: pest.permits@aphis.usda.gov. Please include shipment details, as well.

For USPS mail packages, if additional delivery addresses appear on the package that are different than the PPQ Form 599 label, forward the package to the local APHIS PIS using existing mail transfer mechanisms.

For Express Courier packages, if the courier delivery label is addressed differently than the PPQ Form 599, explain the problem to the courier's agent. They may have a policy about handling and delivery of mislabeled packages. The Express Courier may readdress the package to match the red and white label and allow the package to continue, or refuse to accept the costs of onward delivery to the address on the red and white label. If there is a mechanism to move the package to a local APHIS PIS, contact them to accept the package. This will assist PPQ in determining if our import procedures need to be modified for shipments of plant pest organisms.



Express Courier companies must not conceal PPQ permit labels by placing pouches, stickers, tape, or other material over the permit labels. If this practice is evident, contact the APHIS PPQ Compliance officer at 301-672-3608.

See [Appendix O](#) for a list of APHIS PIS locations.

VS Form 10-4, Specimen Submission

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE NATIONAL VETERINARY SERVICES LABORATORIES P.O. BOX 844, 1800 DAYTON AVENUE AMES, IOWA 50010 (515) 653-7212				FORM APPROVED: OMB NUMBER 0579-0090					
SPECIMEN SUBMISSION				INSTRUCTIONS: Use a separate form for each species and each owner/broker. See instructions for completing VS FORM 10-4 for definitions (Item 12) and instructions for identification (Item 20).		PAGE 1 OF 1			
1. NAME OF SUBMITTER Seth Holmes				2. NAME OF OWNER					
MAILING ADDRESS (Street, City, State, and Zip Code) Int'l Arrivals Wing - BWI BWI Airport Work Station Baltimore, MD 21240				CITY		STATE			
				3. LOCATION OF ANIMALS					
Phone No. 410/865-2120 FAX No. 410/865-2122				COUNTY		STATE			
4. PAYMENT METHOD ("X" applicable item and provide information)						EXP. DATE:			
<input type="checkbox"/> USER FEE ACCOUNT NO.: _____ <input type="checkbox"/> MC/VISA NO.: _____									
<input type="checkbox"/> CHECK/MONEY ORDER ENCLOSED (Made payable to "USDA" in U.S. Dollars)									
5. HERD/FLOCK SIZE		8. EXAMINATIONS REQUESTED Examination requested is for the concentration of sodium carbonate and sodium silicate.				9. COLLECTED BY Seth Holmes			
6. NO. IN HERD/FLOCK AFFECTED						10. DATE COLLECTED 4-18-02			
7. NO. IN HERD/FLOCK DEAD						11. AUTHORIZED BY S. Williams			
12. PURPOSE OF SUBMISSION ("X" one) (See instructions for definitions)				13. COUNTRY OF ORIGIN/DESTINATION USA					
<input type="checkbox"/> General Diagnostic <input type="checkbox"/> Surveillance <input type="checkbox"/> Import <input type="checkbox"/> Interstate Movement <input type="checkbox"/> FAD/EP Diagnostic <input type="checkbox"/> Developmental Research <input type="checkbox"/> Export <input checked="" type="checkbox"/> NVSL Intralab Diagnostic <input type="checkbox"/> Recent Evaluation <input type="checkbox"/> TB				14. REFERRAL NUMBER					
15. PRESERVATION ("X" applicable item(s))									
<input checked="" type="checkbox"/> None <input type="checkbox"/> Ice Pack <input type="checkbox"/> Dry Ice <input type="checkbox"/> Formalin <input type="checkbox"/> Borax <input type="checkbox"/> Alcohol <input type="checkbox"/> Other (specify)									
16. SPECIMENS SUBMITTED ("X" applicable item(s))						17. TOTAL NUMBER OF SPECIMENS SUBMITTED			
<input type="checkbox"/> Blood <input type="checkbox"/> Feces <input type="checkbox"/> Parasite <input type="checkbox"/> Serum <input type="checkbox"/> Tissue <input type="checkbox"/> Whole Bird <input checked="" type="checkbox"/> Other (specify) disinfectant solution <input type="checkbox"/> Culture <input type="checkbox"/> Feed <input type="checkbox"/> Plant <input type="checkbox"/> Soil <input type="checkbox"/> Urine <input type="checkbox"/> Fetus <input type="checkbox"/> Extract <input type="checkbox"/> Milk <input type="checkbox"/> Semen <input type="checkbox"/> Swab <input type="checkbox"/> Water						402. sample			
18. SPECIES OR SOURCE ("X" one)						19. NUMBER OF ANIMALS SAMPLED			
<input type="checkbox"/> Cattle <input type="checkbox"/> Goat <input type="checkbox"/> Environment <input type="checkbox"/> Chicken <input type="checkbox"/> Bison <input type="checkbox"/> Deer <input type="checkbox"/> Other (specify) <input type="checkbox"/> Swine <input type="checkbox"/> Horse <input type="checkbox"/> Reagent <input type="checkbox"/> Turkey <input type="checkbox"/> Dog <input type="checkbox"/> Elk <input type="checkbox"/> Sheep <input type="checkbox"/> Donkey <input type="checkbox"/> Pet Bird <input type="checkbox"/> Cat <input type="checkbox"/> Fish									
20. IDENTIFICATION (See instructions)									
Sample ID	Animal ID/Breed	Age	Sex	Sample ID	Animal ID/Breed	Age	Sex		
21. ADDITIONAL DATA (History, clinical signs, post mortem findings, remarks, tentative diagnosis, etc. Use additional sheets if necessary.)									
<div style="display: flex; justify-content: space-between;"> <div>22. SIGNATURE OF SUBMITTER AND DATE Seth Holmes 4-18-02</div> <div style="border: 1px solid black; padding: 5px; width: 200px;"> NVSL USE ONLY CONDITION PRIORITY DISTRIBUTION RECEIVED BY _____ _____ _____ _____ </div> </div>									
								NVSL ACCESSION NO	

VS FORM 10-4 (JULY 97)

FIGURE A-1-29: Example of VS Form 10-4, Specimen Submission (front)

Appendix A: Completing and Distributing Forms
VS Form 10-4, Specimen Submission

ITEM 12 - Definitions of Diagnostic Case Categories

General Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a domestic disease, and/or the analysis of environmental products that may be contributing to an existing disease condition.

FAD/EP Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a foreign disease, or for the eradication of a foreign disease that has gained entrance into the U.S.

NVSL Intralab Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a disease condition, analyzing environmental products that may be contributing to a disease condition or for analyzing chemical products for another laboratory of NVSL.

Surveillance/Monitor Case - a case in which the tests conducted are for the purpose of monitoring for a specific disease, for a specific insect or insect vector, or for analyzing specific products that are used in treating animals or poultry or for decontamination of animal or poultry facilities.

Developmental/Research Case - A case in which the tests conducted are for the purpose of supporting a developmental or research project conducted by another laboratory of NVSL, by staff or field personnel of VS or by other laboratories, institutions, or agencies.

Reagent Evaluation Case - A case in which the tests conducted are the purpose of evaluating a reagent produced by another laboratory of NVSL or by other laboratories, institutions, or agencies.

Import Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal or poultry products for importation into the U.S.

Export Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal and poultry products for exportation to a foreign country.

TB - A case with a specific request for diagnosis of TB.

Item 20 - Identification

Identify Samples with Consecutive Numbers - Record animal identification (number or name) adjacent to appropriate sample number. Laboratory results will be reported by sample identification number. Indicate approximate age in years(y), months(m), weeks(w), or days(d), and indicate sex of each animal. See sample below. When more than 0 samples, use VS Form 10-4A.

IDENTIFICATION		AGE	SEX	IDENTIFICATION		AGE	SEX
Sample	Animal			Sample	Animal		
1	12ABC0000	3y	F	6	12ABC0005	10d	F
2	12ABC0001	2y	M	7	12ABC0006	10m	F
3	ABC002	1y	F	8	12ABC0007	8m	M
4	ABC0003	6m	F	9	12ABC0008	21/2y	F
5	12ABC0004	3w	M	10	12ABC0009	15m	M

Send a copy of the VS 10-4 to the Veterinarian-in-Charge (in submitter's State, Retain a copy for your records.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0090. The time required to complete this information collection is estimated to average . 5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Agriculture, Clearance Officer, Stop 7602, 1400 Independence Ave., S.W., Washington, DC 20250-7602.

VS 10-4 (Reverse)

FIGURE A-1-30: Example of VS Form 10-4, Specimen Submission (back) (continued)

Purpose

VS Form 10-4 accompanies samples sent to NVSL in Ames, Iowa, for laboratory testing needed to determine disinfectant concentration, tick identification, or other tests needed to establish enterability of a product. In addition, use VS Form 10-4A, a continuation sheet, when sending 10 or more samples for testing.

Instructions

See [Table A-1-37](#) to complete the form.

TABLE A-1-37: Instructions for Completing PPQ Form 10-4, Specimen Submission

Block	Instructions
1	Enter your name, duty station, and office telephone number
2	Enter the name and address of the consignee, broker, or agent
3, 4, 5, 6, 7	Leave blank
8	<ul style="list-style-type: none"> ◆ Enter the test procedure you are requesting; for CBP purposes this would be one of the following: animal species, disinfectant percentage, internal temperature (protein coagulation), pH level, tick identification ◆ When submitting samples of sodium carbonate with sodium silicate: <ul style="list-style-type: none"> ❖ Specify that the examination requested is for concentrate of sodium ❖ Submit samples in plastic containers; never use glass containers ❖ DO NOT refer to any specific disease (such as FMD) when submitting samples to determine pH level or internal temperature
9	Enter the name of the CBP officer who collected the sample from the importer
10	Enter the date collected
11	Enter "HQ, PPQ, VMO"
12	Mark the <i>Import</i> box
13	Enter the country of origin
14	Leave blank
15	Mark the appropriate preservation used (preserved condition of product as imported)
16	<ul style="list-style-type: none"> ◆ Mark the appropriate specimen being submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
17	Enter the total number of specimens submitted
18	<ul style="list-style-type: none"> ◆ Mark the appropriate species or source submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
19	Leave blank



TABLE A-1-37: Instructions for Completing PPQ Form 10-4, Specimen Submission (continued)

Block	Instructions
20	<ul style="list-style-type: none"> ◆ Enter the sample identification as consecutive numbers beginning with 1 ◆ Enter the animal identification with a sequence of numbers legible by laboratory personnel; e.g., all or the last part of the air waybill would be a good identification number ◆ Mark all containers (not lids) with the identification numbers ◆ Leave blank the columns <i>Age</i> and <i>Sex</i>
21	<ul style="list-style-type: none"> ◆ Enter any information about the history of submission, sex of importation, number of containers, number sampled, and additional information ◆ Indicate the articles being submitted for disinfectant samples ◆ Add the statement “Please phone or FAX the results to the CBP office that submitted the request” for all other submissions
22	Sign and date the form

Distribution

Distribute VS Form 10-4 as directed in [Table A-1-38](#).

TABLE A-1-38: Distribution of VS Form 10-4, Specimen Submission

If:	And it:	Then:
Parts 1–3	Includes a specimen sample for identification of disinfectant percentages	SEND using overnight mail to: USDA–APHIS National Veterinary Services Laboratories Chemistry Section PO Box 844 Ames, IA 50010
	Specimen sample is for other than disinfectant percentages	CONSULT with PPQ, VRS at 301/734-7633
Part 4		USDA–APHIS–PPQ–VRS 4700 River Road, Unit 129 Riverdale, MD 20737-1236
Part 5		File

Results of Tests

The test results will be telephoned or faxed to PPQ, VRS. PPQ, VRS will inform the origination office. Exception: Test results of disinfectant samples will be mailed directly to the port. If test results **other than** for disinfectant are **not** received within 4 working days of submission, contact PPQ, VRS by telephone at 301/734-7633.

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE VETERINARY SERVICES REPORT OF ENTRY, SHIPMENT OF RESTRICTED IMPORTED ANIMAL PRODUCTS AND ANIMAL BY-PRODUCTS, AND OTHER MATERIAL		1. CASE NO. 2. PORT OF ENTRY New Orleans, LA	
A. REPORT OF ENTRY, AND FORWARDING OF SHIPMENT FROM FIRST PORT OF ARRIVAL			
3. NAME AND ADDRESS OF IMPORTER OR SHIPPER <i>(Include Zip Code)</i> International Casein 2024 Swan Street Slidell, LA 70460		4. COUNTRY OF ORIGIN France	
5. CUSTOMS ENTRY NO. 140-93-19606		6. PRODUCT OR MATERIAL Casein	
7. DATE OF ARRIVAL 10/30/02		8. VETERINARIAN IN CHARGE IN STATE WHERE APPROVED ESTABLISHMENT IS LOCATED <i>(Include Zip Code)</i> Area Veterinarian in Charge USDA, APHIS, VS 5825 Florida Blvd., Room 1140 Baton Rouge, LA 70806-9985	
9. NAME OF VESSEL Am. Sealand Express		10. NAME OF CARRIER <i>(Include R.R. Car No. or Truck License No.)</i> LA Trucking, Inc. LA 45389	
11. SEAL NOS. OR QUARANTINE TAPE USDA 8369, 48370		12. TOTAL QUANTITY RECEIVED AT PORT OF ARRIVAL <i>(Lbs. only)</i> 450,000 lbs.	
13. NO. UNITS RECEIVED AT PORT OF ARRIVAL <i>(Specify Carton, Boxes, Bundles, etc.)</i> 300 casks		14. NAME AND ADDRESS OF APPROVED ESTABLISHMENT <i>(Include Zip Code and phone no.)</i> International Casein 2024 Swan Street Slidell, LA 70460 985/643-0315	
FROM PORT OF ENTRY TO APPROVED ESTABLISHMENT		15. NO. LBS. 450,000 lbs.	
16. NO. UNITS 300 casks		17. REMARKS Invoice #IC383154	
18. PRINTED NAME AND SIGNATURE OF INSPECTOR Ronald Rockefeller <i>Ronald Rockefeller</i>		19. PPQ STATION France Road Work Station New Orleans	
20. DATE 10/30/02		B. REPORT OF RECEIPT AND TREATMENT BY ESTABLISHMENT <i>(To be completed by Approved Establishment)</i>	
21. DATE RECEIVED		22. NAME OF APPROVED ESTABLISHMENT	
23. WAS SHIPMENT INTACT <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "No" explain in Item 30)</i>		24. DATE TREATMENT COMPLETED	
25. WERE R.R. CARS, TRUCKS, ETC. CLEANED AND DISINFECTED? <input type="checkbox"/> Yes <input type="checkbox"/> No		26. DISINFECTANT USED	
27. METHOD OF TREATMENT		28. DISPOSITION OF REFUSE	
29. REMARKS			
30. PRINTED NAME OF APPROVED ESTABLISHMENT OWNER		31. SIGNATURE OF APPROVED ESTABLISHMENT OWNER	
32. DATE		33. REMARKS	

VS FORM 16-78 (FEB 2002) Previous editions are obsolete. PART 1 - ORIGINAL

FIGURE A-1-31: Example of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

Purpose

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material, is used to accompany all restricted animal products moving from the port of entry to APHIS-approved establishments or APHIS-approved storage facilities.



VS Form 16-78 is **not** to be used for foreign shipments of cooked beef or for transiting shipments. Use USDA, PPQ/FSIS Notification Sheet for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries.

Instructions

Complete VS Form 16-78 (FEB 2002) using the instructions in [Table A-1-39](#). Previous editions of the form are obsolete.

TABLE A-1-39: Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material

Block	Instructions
1	Optional—used for identification by the port of entry if needed
2	List the port of arrival (city, State)
3	List the name and address of the importer or shipper
4	List the name of the country of origin
5	List the Customs Entry Number (if applicable) or air waybill number
6	List the product or material (be as specific as possible; such as wart hog hides, wildebeest skull, etc.)
7	List the date of arrival
8	List the name of the AVIC in the State where the approved establishment is located (See “ <i>List of Veterinarians</i> ” in the <i>Animal Product Manual</i>)
9	List the name of the incoming vessel/carrier
10	List the name of the carrier moving the importation/shipment to the address listed in <i>Block 14</i>
11	Identify the seal numbers and whose they are, e.g., USDA, Customs
12	List in pounds only , the total quantity received at the port of arrival
13	List the number of units and type of units (box, bundle, carton, cask, etc.) received at the port of arrival
14	If the importation is for animal products or by-products moving to an approved establishment, then list the name, address, zip code, and phone number of the approved establishment (see “ <i>List of Approved Establishments</i> ” in the <i>Animal Product Manual</i>)
15	List in pounds the total weight of the shipment moved from the port of entry to the approved establishment
16	List the total number of units and type of units moved from the port of entry to the approved establishment


TABLE A-1-39: Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material (continued)

Block	Instructions
17	List items such as air waybill number and detailed description of each animal product; for trophies or other personal shipments, list the importer's passport number and driver's license State, number, and expiration date
18	Print the name of the inspector and sign
19	List the name and location of the work station
20	List the date
21-32	Leave blank; these blocks will be completed by the approved establishment

Distribution

Distribute VS Form 16-78 as directed in [Table A-1-40](#).

TABLE A-1-40: Distribution of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal Products, and Other Material

If:	Then:
Part 1	MAIL to the address in Block 14
Part 2	<p>SEND with the importation/shipment by attaching to the form to the shipping documents or to the cargo or give the form to the importer</p> <div>  <p>If the importation is trophies or a personal shipment, then verify the identity of the transporter or person picking up the trophies or personal shipment for movement to the approved establishment by listing the driver's license number in Block 17.</p> <p>If a commercial courier service is used, then list the name of the service.</p> </div>
Part 3	FAX ¹ to the Area Veterinarian in Charge in the State where the approved establishment is located (see Appendix H in the <i>Animal Product Manual</i> for the AVIC FAX number)
Part 4	KEEP for the port files

1 Do **not** mail Part 3, even though the form directs you to do so. Be sure to FAX the form to the AVIC.

VS Form 17-8, Agreement of Pet Bird Owner

This report is authorized by law (9 CFR 92). Failure to complete and sign form will result in abandonment of birds.		See reverse side for additional OMB information.		FORM APPROVED OMB NO. 0579-0040	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGREEMENT OF PET BIRD OWNER			1. NAME AND ADDRESS OF OWNER (Include Zip Code) Barry Brown 119 Meadowlark Drive Kansas City, MO 64123		
INSTRUCTIONS: Complete items 1 through 6 and the applicable Agreement A, B, or C. Distribute copies as identified.			2. PASSPORT NO. (If none, give Social Security No., or Driver's License No.) SS#371-82-2117		
3. DATE OFFERED FOR ENTRY March 16, 2002			4. NO. OF BIRDS 2		
5. FROM (Country of Origin) Guatemala			5. KIND OF PET BIRDS Parrots		
7. OWNER'S AGREEMENT - SIGN A - B - C OR D BELOW (Refusal to sign this form, automatically places option D into effect)					
<div style="border: 1px solid black; padding: 5px;"> A I do hereby declare that the pet birds identified above will be maintained in my personal possession, separate and apart from all other birds and poultry at the location indicated in item (1) below for a minimum of 30 days until released by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. If the birds must be moved, I agree to contact the official in item (2) below <i>prior to such movement</i>. I hereby agree the bird(s) will be available for inspection during the aforementioned period of confinement at the address in item (1) below and at such times as deemed necessary by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. I further agree to immediately notify the Federal Official in item (2) below if any signs of disease are noted or if the bird(s) die during the confinement period. I understand if a laboratory specimen is taken and if found to contain the virus of Newcastle disease that the birds will be disposed of by the Animal and Plant Health Inspection Service of the United States Department of Agriculture. </div>					
(1) LOCATION WHERE BIRDS WILL BE HELD 119 Meadowlark Drive Kansas City, MO 64123 STATE: Missouri			(2) NAME AND ADDRESS OF FEDERAL OFFICIAL TO CONTACT Area Veterinarian in Charge USDA-APHIS-PPQ 1442 Aaron Court, P.O. Box 104418 Jefferson City, MO 65110 PHONE NUMBER (Include Area Code): 573/636-3116		
<input checked="" type="checkbox"/> LABORATORY SPECIMEN TAKEN					
SPECIMENS SUBMITTED BY (Name) A. Smith			REFERRAL NO. 006-02		
<div style="border: 1px solid black; padding: 5px;"> B Section B applicable to Canadian pet birds and U.S. birds that have been outside the U.S. for less than 60 days (9 CFR 92.2(c)(1) & (2)(i)). I certify that the birds have been in my possession for at least 90 days; that they are apparently healthy; and that they have not been exposed to any other birds during those 90 days. </div>					
SIGNATURE OF OWNER		DATE SIGNED 3/16/02		OWNER'S TELEPHONE NO. AREA CODE: 555 PHONE NO.: 555-1212	
WITNESSED BY (Signature)		TITLE PPQ Officer		DATE 3/16/02	
<div style="border: 1px solid black; padding: 5px;"> C In lieu of A above, I agree to export my birds to (Country) _____ SIGNATURE OF OWNER _____ DATE SIGNED _____ </div>					
<div style="border: 1px solid black; padding: 5px;"> D In lieu of any of the above options, I hereby abandon my bird(s) to the Animal and Plant Health Inspection Service of the United States Department of Agriculture for disposal. SIGNATURE OF OWNER <i>Barry Brown</i> DATE SIGNED 3-16-02 </div>					
8. PORT OF ENTRY		9. CARRIER AND FLIGHT NO.		10. POST-ENTRY NO.	
11. DETAINING OFFICIAL (Signature)		12. TITLE		13. AGENCY	
14. DATE		15. PORT RELEASING OFFICIAL (Signature)			
16. TITLE		17. DATE RELEASED			
I certify that I have, this day, inspected the birds identified above offered for importation, and have found them to be free of evidence of communicable disease or exposure thereto, and release them for the purpose as stated above.					
18. FINAL RELEASING OFFICIAL (Signature)		19. TITLE		20. DATE RELEASED	

VS FORM 17-8 (JAN 90) Previous edition may be used. STATE OF DESTINATION

FIGURE A-1-32: Example of VS Form 17-8, Agreement of Pet Bird Owner

Purpose

VS Form 17-8, Agreement of Pet Bird Owner, is used for the following importations:

- ◆ Canadian origin pet birds which were in the owner's possession for 90 days or more
- ◆ U.S. origin pet birds reentering the country without a health certificate, and the owner chooses to abandon the birds for VS disposition
- ◆ Foreign origin pet birds entering the country and the owner chooses to return the birds to the country of origin or abandon the birds for VS disposition
- ◆ Foreign origin pet birds accompanied by their owners and in transit directly to Canada

The form is only to be completed for pet birds; **do not** complete for poultry or pigeons.

Instructions

Complete VS Form 17-8 using the instructions in [Table A-1-41](#).

TABLE A-1-41: Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner

Block	Instructions
1-6	Fill in
7	<ol style="list-style-type: none"> 1. The pet bird owner must complete and sign either Box A, B, C, or D 2. If the owner refuses to sign the form, then advise the owner that option D is automatically placed in effect 3. Attach a note to the form explaining the circumstances 4. Let VS know if the owner is going to contact VS
7A	<ol style="list-style-type: none"> 1. Fill address where the birds will be held for 30 days 2. List the name, address, and telephone number of the VS Area Veterinarian in Charge for the State where the bird will be held (see Appendix H of the <i>Animal Product Manual</i>) 3. Have the owner sign and date the form and list a phone number 4. Sign as a witness to the owner's signature
7B	Fill in if appropriate
7C	<ol style="list-style-type: none"> 1. Have owner fill in the name of the country to which the birds are being exported 2. Have the owner sign and date the form
7D	Have owner sign and date the form when the owner abandons the birds to APHIS
8-9	Fill in
10	If postentry by carrier, enter postentry number
11-14	Fill in
15-20	Leave blank; VS will complete

Distribution

Distribute VS Form 17-8 as instructed in [Table A-1-42](#).

TABLE A-1-42: Distribution of VS Form 17-8, Agreement of Pet Bird Owner

If:	Then:
Original	GIVE to VS
Second copy	GIVE to pet bird owner
Other copies	GIVE to VS as arranged locally between CBP and VS